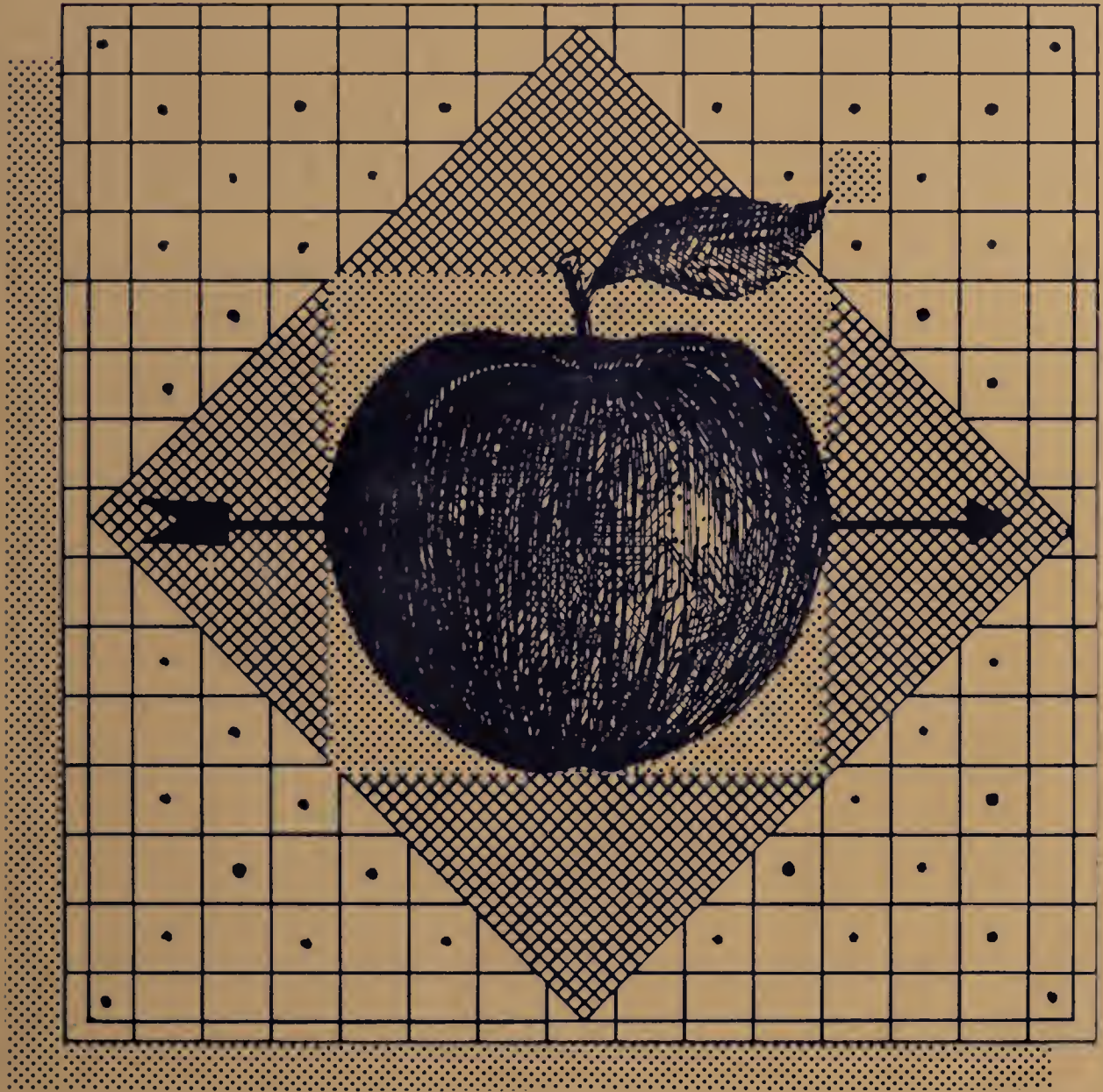


WESTFORD

Massachusetts

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Annual Report

TOWN OF WESTFORD



ANNUAL REPORTS

For The Year Ending December 31, 1984

Annual Town Election To Be Held May 7, 1985

Annual Town Meeting To Be Held May 11, 1985

IN MEMORIAM



CONSTANCE M. ROBINSON

1929-1984

Greatly missed and fondly remembered for her many years of dedication as the Assistant Town Clerk.

TOWN OF WESTFORD

CITIZEN ACTIVITY APPLICATION FORM

Good Government Starts With You

If you are interested in service on a Town committee, please fill out this form and mail to the Executive Secretary, Board of Selectmen, Town hall, Westford, MA 01886. The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Date_____

Name_____Home Telephone_____

Address_____

Amount of Time Available_____

Interest In What Town Committee_____

Present Business Affiliation and Work_____

Business Experience_____

Education or Special Training_____

Date Appointed	Town Office Held	Term Expires
_____	_____	_____
_____	_____	_____

Remarks_____

TOWN CALENDAR

APPEALS, BOARD OF	Monthly on Mondays, 8:00 PM
ASSESSORS, BOARD OF	Each Tuesday of the month, 7:30 PM, Town Hall
CAPITAL OUTLAY	3rd Monday of the month, 7:45 PM
7. CEMETERY DEPT.	1st Saturday of the month, 10:00 AM
CONSERVATION COMM.	2nd & 4th Wednesday of the month, 7:30 PM
COUNCIL ON AGING	1st Wednesday of the month, 3:30 PM
FAIR HOUSING COMM.	3rd Monday of the month, 7:30 PM
FINANCE COMMITTEE	2nd & 4th Tuesday of the month, 7:30 PM
HEALTH, BOARD OF	2nd & 4th Monday of the month, 7:00 PM
HOUSING AUTHORITY	2nd Thursday of the month, 7:30 PM at Elderly Housing Community Building
NASHOBA VALLEY TECH. HIGH SCHOOL COMM.	Alternate Tuesdays, 7:30 PM
PLANNING BOARD	1st & 3rd Tuesday of the month, 7:30 ^{7:00} PM
RECREATION COMM.	2nd & 4th Monday of the month, 8:00 PM
ROUDENBUSH COMMUNITY CENTER COMMITTEE	1st Monday of the month, 7:30 PM at Roudenbush Community Center
SCHOOL COMMITTEE	2nd & 4th Monday of the month, 7:30 PM at Westford Academy
SELECTMEN	Each Tuesday of the month, 7:30 PM in Selectmen's Office, Town Hall
TRUSTEES, J.V. FLETCHER LIBRARY	Each Tuesday of the month, 7:30 PM
WATER COMMISSIONERS	2nd & 4th Tuesday of the month, 8:30 PM at Water Dept. Office, Forge Village Road

TOWN CALENDAR (Cont)

TOWN OFFICES

OPEN MONDAY THRU FRIDAY, TOWN HALL

Assessors Office

8:00 AM - 12:00 PM

12:30 PM - 4:00 PM

Board of Health

~~8:30~~ - 4:30 PM

Nashoba Sanitarian

~~Monday thru Thursday~~

~~8:00 AM - 9:00 AM~~

~~Visiting Nurse available Tuesday 1:00 - 3:00 PM~~

~~Roudenbush Community Center~~

Mon.

Building Inspector

8:30 AM - 4:30 PM

Selectmen's Office

8:00 AM - 4:30 PM

Treasurer/Tax Collector

8:00 AM - 12:00 PM

12:30 PM - 4:00 PM

Planning Board/Conservation Commission

9:00 AM - 12:00 PM

Town Accountant

9:00 AM - 4:00 PM

Town Aide

9:00 AM - 3:00 PM

Town Clerk

9:00 AM - 4:30 PM

Water Department (63 Forge Village Road)

8:00 AM - 12:00 PM

12:30 PM - 4:00 PM

SANITARY LANDFILL, Cold Spring Road.

Monday, Thursday, Friday.....7:00 AM - 3:00 PM

Wednesday.....9:00 AM - 5:00 PM

Saturday.....8:00 AM - 4:00 PM

Closed on Tuesday, except when Monday is a holiday, then the
dump is closed on Monday, and open Tuesday.

OFFICERS OF THE TOWN OF WESTFORD

TOWN CLERK

Elaine McKenna	Term expires May 1987
Peggy Vennard, Clerk	

SELECTMEN

David R. Earl, Chairman	Term expires May 1986
Geoffrey D. Hall, Vice-Chairman	Term expires May 1986
Avis S. Hooper, Secretary	Term expires May 1985
Ronald H. Johnson	Term expires May 1987
Robert P. Tierney	Term expires May 1987

ASSESSORS

Hal Schreiber	Term expires May 1987
D. Bruce Stewart	Term expires May 1985
Lewis O. English	Term expires May 1985
Michael Ryan, Ass't. Assessor	
Monica Sullivan, Head Clerk	
Mabel Rowley, Clerk	
Lorraine Bomal, Clerk	

TREASURER/COLLECTOR

Paula Brule	Term expires May 1986
Elaine Hickey, Clerk	
Frances House, Clerk	
Constance Hubbard, Clerk	

SCHOOL COMMITTEE

John Kavanagh, Chairman	Term expires May 1985
Joan O'Brien	Term expires May 1985
Judith Culver	Term expires May 1985
Donald Bradanese	Term expires May 1986
George Murray	Term expires May 1986
Allan Timmons	Term expires May 1987
Anthony Martinez	Term expires May 1987

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE

Charlotte Scott	Term expires April 1986
Cecile Stefanski	Term expires April 1987
Kevin Finnegan (Alternate)	Term expires April 1986
Bernholdt Nystrom, Superintendent	

WATER COMMISSIONERS

Hervey Cote	Term expires May 1985
Carlton Rooks	Term expires May 1986
Kevin Woitowicz	Term expires May 1987

BOARD OF HEALTH

Charles Colburn, M.D., Chairman	Term expires May 1987
Charles Landino	Term expires May 1987
Mark Mulligan	Term expires May 1986
Carolyn Cochrane	Term expires May 1986
Charles Menzie	Term expires May 1985
Patricia Williams, R.N., Public Health Nursing Activities	
Joan Pioli, Clerk	

MODERATOR

William Kavanagh	Term expires May 1987
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PLANNING BOARD

Leslie Thomas, Chairman	Term expires May 1989
Peter Fletcher	Term expires May 1988
Howard Kelley	Term expires May 1987
C. Thomas Paul	Term expires May 1986
Denis Maguire	Term expires May 1985
Mary Morton, Clerk	

TREE WARDEN

Roger Melancon	Term expires May 1986
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CEMETERY COMMISSIONERS

Brian Vaughn	Term expires May 1985
Edmund Szylvian	Term expires May 1986
Gordon Seavey	Term expires May 1987

J.V. FLETCHER LIBRARY TRUSTEES

MaryAnn Finnegan	Term expires May 1987
Richard Kenyon	Term expires May 1987
Nancy Russo	Term expires May 1986
Dorothy Swanson	Term expires May 1986
James Healy, Jr.	Term expires May 1985
Richard Joy	Term expires May 1985
Ellen Rainville, Director	

FINANCE COMMITTEE
(Appointed by Moderator)

Karl Fagans, Chairman	Term expires Sept 1985
A. Justin McCarthy	Term expires Sept 1987
Daniel Hanley	Term expires Sept 1987
Reginald Cormier	Term expires Sept 1987
Paulette Shuckart	Term expires Sept 1986
Raymond Cantin	Term expires Sept 1986
Anthony Denisevich	Term expires Sept 1986
Mary Caless	Term expires Sept 1985
Jerry Berkowitz	Term expires Sept 1985

SCHOOL DEPARTMENT
(Appointed by School Committee)

Dr. Everard Nicholson, Superintendent
Dr. John Crisafulli, Ass't. Superintendent

HOUSING AUTHORITY

Mary E. Smith, Chairman	Term expires May 1988
Richard P. McNeil	Term expires May 1987
Lorraine McElroy	Term expires May 1986
William MacMillan	Term expires May 1985
Felix Perrault*	
Edith Lowney, Executive Director Lowell Office*	
*State Appointee	

The Boards, Committees, Commissions and Offices listed below are appointed by the Board of Selectmen.

EXECUTIVE SECRETARY TO THE BOARD OF SELECTMEN
AND AFFIRMATIVE ACTION OFFICER

Paul F. Alphen

TOWN ACCOUNTANT

Robert Earnshaw

CHIEF OF POLICE

Joseph R. Connell

FIRE CHIEF

George Rogers

SUPERINTENDENT OF STREETS

George W. Wyman

TOWN COUNSEL

John L. Connell, Jr.

TOWN AIDE & VETERANS' AGENT

Helena Crocker

DOG OFFICER

William C. MacMillan
Dennis Courchaine, Ass't.

ROUDENBUSH COMMUNITY CENTER COMMITTEE

Albert Russo, Chairman	Term expires June 1987
Mary Jo Cassidy	Term expires June 1985
Barbara Landino	Term expires June 1986
Margaret Martinson	Term expires June 1986
Ellen Harde	Term expires June 1985
Robert Ferreira	Term expires June 1987
Carol Shestok	Term expires June 1985
Dana Atkinson	Term expires June 1987
Maria Borison	Term expires June 1986
Martin Walsh, Director	

CONSERVATION COMMISSION

Patricia Loring, Chairman	Term expires June 1986
William McClellan	Term expires June 1985
Richard Emmet	Term expires June 1986
Marlene Mallory	Term expires June 1986
Chester Cook	Term expires June 1987
Louis Oliver	Term expires June 1987
Arnold O'Brien	Term expires June 1985
Mary Morton, Clerk	

BUILDING COMMISSIONER

Austin Fitzsimmons

Joseph Guthrie, Ass't. Building Commissioner

PLUMBING INSPECTOR *

Robert Matley

Edward Grondine, Ass't.

GAS INSPECTOR *

Chester H. Cook, Jr.

Robert Matley, Ass't.

WIRE INSPECTOR

Dennis P. Kane

Dennis P. Kane, Ass't.

PUMP & WELL INSPECTOR

(Appointed by Board of Health)

Robert Matley

CODE ENFORCER

Austin Fitzsimmons

*Appointed by the Building Commissioner

PERSONNEL BOARD

Doreen Shafer, Chairman	Term expires June 1985
Geraldine Healy-Coffin	Term expires June 1987
John E. Wrobel, Jr.	Term expires June 1985
Marilyn McLaughlin	Term expires June 1985
Roy Hansell	Term expires June 1985

CABLE TV COMMITTEE

Kenneth Dwyer, Acting Chairman	Term expires June 1987
Roy Lamb	Term expires June 1986
George Switzer	Term expires June 1986
William Connell	Term expires June 1985
Roger Parent	Term expires June 1985
Hajo Koester	Term expires June 1985
John Kavanagh (Sch.Comm. rep.)	

RECREATION COMMISSION

William Barnett, Chairman	Term expires June 1985
William Bryant	Term expires June 1985
Donald Porteous	Term expires June 1985
John Krebs	Term expires June 1985
Mary Hill	Term expires June 1985
Gregory Boyce	Term expires June 1985
Judith Rameriz	Term expires June 1985
Paul Hilcoff	Term expires June 1985
Larry Cormier	Term expires June 1985

BOARD OF APPEALS

John Preston, Chairman	Term expires June 1987
Ronald Nolan	Term expires June 1987
Mark Scolnick	Term expires June 1987
John Yetman	Term expires June 1985
Daniel Pioli	Term expires June 1986
Willis Buckingham (Associate)	Term expires June 1985
John Cadigan (Associate)	Term expires June 1987
Elaine Olden, Clerk	

CAPITAL OUTLAY COMMITTEE

John Fridrich, Chairman	Term expires June 1985
George Gouviea	Term expires June 1985
Paul D'Angelo	Term expires June 1985
James Main	Term expires June 1986
Robert Giese	Term expires June 1986
Jean Brush	Term expires June 1985
Richard Lewan	Term expires June 1985

AGENT FOR BURIAL OF DECEASED SOLDIERS

James L. Healy	Term expires June 1985
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CARETAKER OF WHITNEY PLAYGROUND

TOWN COMMON AND MONUMENTS

George Wyman	Term expires June 1985
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COUNCIL FOR CHILDREN

Joan O'Brien	Term expires June 1985
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COUNCIL ON AGING

Helena Crocker	Term expires June 1985
Veronica Sullivan	Term expires June 1985
Cecilia Healy	Term expires June 1985
Horace Wyman	Term expires June 1985
Mary Smith	Term expires June 1985

DEVELOPMENT & INDUSTRIAL COMMISSION

Howard Hall, Chairman	Term expires June 1985
Chester Cook, Mr.	Term expires June 1985
Roger Parent	Term expires June 1985
A. Justin McCarthy	Term expires June 1985
Nicholas Basinas	Term expires June 1987
Mark Scolnick	Term expires June 1987
J. Frank Strauss	Term expires June 1987
Paul Davies	Term expires June 1986

ENERGY RESOURCE COMMISSION

William Stevenson, Chairman	Term expires June 1985
Patricia Winston	Term expires June 1985
Edward Cohen	Term expires June 1985
Gilbert Brown	Term expires June 1985
Ted Warren	Term expires June 1985

FENCE VIEWERS

Albert H.G. Picking	Term expires June 1985
Charles VanLandeghem	Term expires June 1985

FIELD DRIVERS

Thomas Holmes	Term expires June 1985
Frank Vennard	Term expires June 1985
Arnold Wilder	Term expires June 1985

HAZARDOUS MATERIALS ADVISORY COMMITTEE

Dennis Lawler, Chairman	Term expires June 1985
Claire Thompson	Term expires June 1985
Juta Moter	Term expires June 1985
Gregory Ciampa	Term expires June 1985
Mary Ellen Bakken	Term expires June 1985

HAZARDOUS WASTE COORDINATOR

Dennis Lawler	Term expires June 1985
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HISTORICAL COMMISSION

Robert S. Jeffries, Chairman	Term expires June 1987
Lloyd G. Blanchard	Term expires June 1985
Gordon Seavey	Term expires June 1985
Bernice Picking	Term expires June 1986
William Collins	Term expires June 1986
H. Arnold Wilder	Term expires June 1987
Ruth McDonald	Term expires June 1985

HISTORIC DISTRICT STUDY COMMITTEE

Sally Benedict	Term expires June 1987
Judith Gizara	Term expires June 1987
Roy Hansell	Term expires June 1985
Elizabeth Shaw	Term expires June 1987

LOCAL ARTS COUNCIL

Kenneth Dwyer, Chairman	Term expires June 1985
Virginia Kimball	Term expires June 1985
Robert Nicoson	Term expires June 1985
Ellen Rainville	Term expires June 1985
Nancy Eberiel	Term expires June 1985
Diane Earl	Term expires June 1985
Margaret Morgan	Term expires June 1985

MEASURERS OF WOOD & BARK

Chester Caless	Term expires June 1985
Stanley Kimball	Term expires June 1985
Roger Melancon	Term expires June 1985
John Kimball	Term expires June 1985
Albert Picking	Term expires June 1985
Carlton Rooks	Term expires June 1985

MOSQUITO ADVISORY BOARD

Barbara Aranyi, Chairman	Term expires June 1985
Robert Armstrong	Term expires June 1985
John Gagnon	Term expires June 1985
Mark Mulligan (Board of Health Representative)	

MOTH DEPARTMENT SUPERINTENDENT

Roger Melancon	Term expires June 1985
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REGISTRAR OF VOTERS

Wilbert L. Vaughn, Republican	Term expires March 1985
William R. Healy, Democrat	Term expires March 1986
Beverly Dearth, Republican	Term expires March 1987

REGISTRARS' CLERK EX OFFICIO

Elaine McKenna	Term expires June 1985
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SEALER OF WEIGHTS & MEASURES

Huntington Wells	Term expires June 1985
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SEWERAGE ADVISORY COMMITTEE

Thomas Mossdrop	Term expires June 1985
Richard Lewis	Term expires June 1985
Robert Jeffries	Term expires June 1985

SOLID WASTE ADVISORY COMMITTEE

Albert Russo, Chairman	Term expires June 1985
Kathy Cadigan	Term expires June 1985
Howard Kelly	Term expires June 1985
Donald Drew	Term expires June 1985
Ronald Johnson	Term expires June 1985
Peter Dunigan	Term expires June 1985
Jerry Berkowitz	Term expires June 1985
Joan Pioli (Board of Health Representative)	

TOWN FOREST COMMITTEE

Roger Melancon	Term expires June 1986
Daniel Provost	Term expires June 1985
Carlton Rooks	Term expires June 1985

DIRECTOR OF VETERANS' SERVICES

Robert Tierney Term expires June 1985

VETERANS' GRAVES OFFICER

James Healy, Sr. Term expires June 1985

WEIGHERS OF GENERAL COMMODITIES

Daniel Brady	Term expires June 1985
Paul Gilinson	Term expires June 1985
Richard LaRock	Term expires June 1985
Steve Bentas	Term expires June 1985
Robert Nardone	Term expires June 1985
Anthony Nardone	Term expires June 1985
Albert Nardone	Term expires June 1985
James Nardone	Term expires June 1985
Donald MacMillan	Term expires June 1985

WEIGHERS OF GRANITE

Robert Durant, 356 Lake Street, Nashua, New Hampshire
Joseph Kehoe, 28 Bayberry Lane, Cohasset, MA
Bradford E. Pope, 43 Whitehead Avenue, Hull, MA
Joseph Kimpton, 872 Nantasket Avenue, Hull, MA
Thomas Emanuello, 15 Eastman Road, Hull, MA
John Minelli, 706 Adams Street, Dorchester, MA
George Eaton, 15 Grenadier Road, Hingham, MA
Paul Taurasi, Jr., 10 Paolo Road, Hingham, MA

WEIGHERS OF GRANITE

H.E. Fletcher Company

Gloria Gauthier	Term expires June 1985
Gloria Brown	Term expires June 1985
Edward Chouinard	Term expires June 1985
John Laird	Term expires June 1985
Roger Masson	Term expires June 1985
Joseph Simard	Term expires June 1985
Elizabeth Witts	Term expires June 1985
Dawna Santoro	Term expires June 1985
William Green	Term expires June 1985
Thomas F. Burns	Term expires June 1985
James Payne	Term expires June 1985
Raymond Chevalier	Term expires June 1985
Robert Litchfield	Term expires June 1985

FAIR HOUSING COMMITTEE

Kenneth Kelly, Chairman	Term expires June 1985
Geoffrey Hall, Vice-Chairman	Term expires June 1985
Ruth Ashley	Term expires June 1985
Mildred Hart	Term expires June 1985
Leslie Thomas	Term expires June 1985
Lorraine McElroy	Term expires June 1985
Robert MacInnis	Term expires June 1985
Phyllis Chase	Term expires June 1985
Paul Alphen, Director	Term expires June 1985

MIDDLESEX COUNTY ADVISORY COMMITTEE

David R. Earl	Term expires June 1986
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CUSTODIAN - TOWN HALL

Carlton Rooks	Term expires June 1985
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HOUSE NUMBERING COMMITTEE

Austin Fitzsimmons	Term expires June 1985
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CONSTABLES

Joseph Connell	Term expires June 1985
William MacMillan	Term expires June 1985
Alfred Handley	Term expires June 1985
Walter McAvoy	Term expires June 1985

WATER DEPARTMENT

Harold Fletcher, Superintendent	Term expires June 1985
Norma Cassidy, Office Manager	
Bonnie Carson Clerk	

TAX POSSESSION SALE COMMITTEE

Edward Lamson	Term expires June 1985
Denis Maguire	Term expires June 1985
Norman Nesmith	Term expires June 1985

MUNICIPAL CENSUS SUPERVISOR

Elaine McKenna	Term expires June 1985
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FIRE NEEDS STUDY COMMITTEE

John Cadigan, Chairman	Term expires June 1985
Rick Bahnick	Term expires June 1985
Edmund Szylvian	Term expires June 1985
George Rogers, Fire Chief	Term expires June 1985

POST OFFICE SITE SUGGESTION AD-HOC COMMITTEE

David Earl	Term expires June 1985
Mark Scolnick	Term expires June 1985
Dink Healy-Coffin	Term expires June 1985
Robert Dalton	Term expires June 1985
Cheryl Hamilton Terrell (ex officio, U.S. Post Office)	

NORTHERN MIDDLESEX AREA COMMISSION (N.M.A.C.)

Avis Hooper	Term expires June 1985
Richard Emmet, alternate	Term expires June 1985
Howard Kelley, Planning Board	Term expires June 1985

COMMUNITY TEAMWORK, INC.

Helena Crocker	Term expires June 1985
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TOWN MANAGEMENT STUDY COMMITTEE

William Kavanagh	Term expires June 1985
John Cadigan	Term expires June 1985
Ellen Harde	Term expires June 1985
Madonna McKenzie	Term expires June 1985
D. Bruce Stewart	Term expires June 1985
Jeffrey Rider	Term expires June 1985
Robert Hicks	Term expires June 1985
Jerry Berkowitz	Term expires June 1985
Fred Radcliffe	Term expires June 1985
Paul Murray	Term expires June 1985
Paul Alphen	Term expires June 1985
Mary Morton	Term expires June 1985
Elaine McKenna	Term expires June 1985
John Connell	Term expires June 1985
Carolyn Cochrane	Term expires June 1985
David Martin	Term expires June 1985
Richard Walthers	Term expires June 1985
Rudy Hanzsek, Jr.	Term expires June 1985
Kenneth Yates	Term expires June 1985
Sam Frank	Term expires June 1985
Barbara White	Term expires June 1985
John Gagnon	Term expires June 1985
Read Albright	Term expires June 1985
Rick Bahnick	Term expires June 1985

SMALL ANIMAL INSPECTOR

Judi Bassett Term expires June 1985

AUXILIARY POLICE OFFICER

James LeGacy Term expires June 1985

Brian Barrett Term expires June 1985

PARKING CLERK

Elaine McKenna Term expires June 1985

NORTHEAST SOLID WASTE COMMITTEE (N.E.S.W.C.)

Cathy Cadigan Term expires June 1985

Paul Alphen, Alternate Term expires June 1985

SHARE, INC.

Andrew Simoglou (Selectmen's representative) Term expires June 1985

CIVIL DEFENSE DIRECTOR

Francis Mulligan Term expires June 1985

POLICE ROSTER

CHIEF OF POLICE

Joseph R. Connell

LIEUTENANT

Douglas L. Deware

SERGEANTS

Edward Cossette

David Hogg

Timothy Pomerleau

Edward Rochon

Joseph Roy

PATROLMEN

Caron, John

Chandonait, Francis

Duggan, William

Haran, Patrick

Hayes, James

Higgins, George

Jelley, Michael

Kane, Terence

Montminy, Paul

Peachey, Raymond

Smith, Robert

Tzikopoulos, John

Welch, Robert

CRIMINAL BUREAU

Cote, Hervey

MacGregor, George

TRAFFIC SUPERVISORS

Buchanan, Barbara

Curley, Sheila

Duggan, Florence

Hill, Mary

LeGacy, Jane

Molinari, Joyce

CONSTABLES

Joseph R. Connell

William C. MacMillan

Alfred F. Handley

Walter McAvoy

BIRTHS

Recorded by the Town Clerk - 1984

<u>DATE</u>	<u>NAME</u>	<u>PARENTS</u>
May 1	Albert, Erica Jane	Ronald L. & Jane C. (Achorn)
Nov 19	Allen, Katherine Elizabeth	Stephen J. & Kathleen G. (Crowley)
Aug 30	Andresen, Sarah Joyce	Robert A. & Deborah L. (Davarich)
Apr 17	Antal, Gregory Joseph	Michael J. & Mary L. (Croteau)
Apr 17	Antal, Jennifer Lynn	Michael J. & Mary L. (Croteau)
Jul 10	Austin, Jennifer Lynn	Roy A. & Marlene (Harris)
Sep 21	Beaudoin, Brad Anthony	John R. & Paula L. (Weinert)
Apr 14	Beaver, Anne Dorothy	Michael A. & Patricia A. (Barron)
May 4	Beebe, Nicole Marie	John E. & Linda A. (Norton)
Jun 19	Bell, Audrey Katherine	Glenn R. & Judy M. (Matte)
Apr 27	Benanti, William Robert	Salvatore J. & Doreen K. (Charron)
Jan 17	Berberian, Laura Jeanne	Mark K. & Linda A. (Peters)
Feb 10	Blackstone, Elizabeth Ann	David W. & Marianne (Peltier)
Feb 3	Blandford, Caitlin Doris	James B. & Christine A. (Cormier)
Aug 2	Bogdan, Michael John	Michael P. & Barbara A. (Korsak)
Jun 5	Bonney, Carlton David	David A. & Alice M. (Liu)
Nov 30	Briere, Kyle Thomas	Thomas R. & Patricia A. (Critch)
Dec 21	Brooks, Kristy Ann	Eugene H. Jr. & Robin M. (Milot)
Jan 16	Brown, Rebecca Ann	Michael W. & Denise J. (Gamester)
Feb 16	Cahill, Mary Elizabeth	Ronald J. & Anne E. (Middendorf)
Nov 9	Cannellos, Stephanie Kathleen	Stephan G. & Jeanne C. (Sullivan)
Apr 22	Carpenter, Kathryn Rose	Robert J. & Janet M. (DiCenzo)
Jun 11	Carson, Jeffrey Allen	Bruce R. & Amy T. (Doherty)
Feb 16	Catalano, Courtney Elizabeth	Fredric G. & Carol P. (Welch)
Mar 29	Ciampa, Christopher Richard	Gregory N. & Pamela J. (Whitney)
Sep 2	Clark, David Sewall	David W. & Laurie S. (MacDonald)
Aug 2	Coleman, Kristin Jean	Bruce A. & Carol A. (DaSilva)
Dec 9	Connell, Danielle Denise	Daniel D. & Joanne (O'Brien)
Jul 5	Cormier, Eric Joseph	John C. & Dale F. (Kennedy)
Jul 17	Corr, Kevin Richard	Kevin P. & Sandra J. (Rice)
Jun 12	Cowgill, Clifford Joseph	George R. & Jane (Hoyt)
Feb 15	Cox, Alaina Shea	Michael D. & Deidre C. (Shea)
Jan 9	Crocker, Sean Michael	Keith M. & Susan M. (Dussault)
Aug 3	Crocker, Thomas John	David P. & Judith A. (Goguen)
May 21	Cunha, Jonathan Michael	Gerald A. & Mylrae A. (Sihrer)
Nov 26	D'Alleva, Rabecah Mae	Nicola & Patricia M. (Vessey)
Dec 10	Damm, Andrew Evan	Terry D. & Therese M. (Zocchi)
Jul 26	Davis, Philip Richard	Louis A. & Claire M. (White)
Sep 6	Delorey, Jonathan Gill	Kevin P. & Patricia A. (Boisvert)
Jun 28	Demeranville, Scott Ross	Stephen G. & Ann M. (Pence)
Nov 2	Dilworth, Marc Francis	Steven F. & Dorothy A. (Curtis)
Jun 5	Dooley, Robert Chadwick III	Robert C. Jr. & Taeomi A. (Martyn)
Aug 6	Doran, Natalie Bodin	Bruce L. & Anne B. (Cooch)
Mar 15	Dowling, Meghan Eileen	James B. & Ann E. (Buckles)

<u>DATE</u>	<u>NAME</u>	<u>PARENTS</u>
Jun 23	Dubey, Kristi Lee	Walter J. & Sandra C. (Gacek)
Feb 14	Emery, Kathryn Wood	Clifton W. III & Vicki L. (Hamilton)
Feb 23	Ennis, Eric Michael	Richard F. & Evelyne A. (Bussey)
Jan 25	Ennis, Stephen James	Thomas J. & Michele M. (Brown)
Oct 31	Faria, Ashley Elizabeth	Fernando M. & Barbara J. (Saya)
Apr 13	Faria, Jeffrey Penney	Thomas G. & Karen L. (Penney)
Dec 6	Flint, Brian Todd	Dougals B. & Susan M. (Esposito)
Nov 2	Forbes, Ryan Andrew	Dennis R. & Debra A. (Cannon)
May 31	Foster, Chad Evans	Barry N. & Karen A. (McVicker)
Sep 8	Freitas, Matthew David	Richard J. & Shirley D. (Eaton)
Jul 9	Giguere, Jason Edward	Raymond V. & Debra E. (Bergevin)
Mar 3	Gilbert, Stacy Lynae	Michael J. & Jerri A. (Munyon)
Mar 6	Gleason, Michael Martin	John D. & Patricia A. (Murphy)
Jun 14	Goddard, Merideth Lindsay	Robert A. & Patricia J. (Vaughan)
Oct 10	Gontarz, Keith Robert	Paul J. & Susan L. (Lebherz)
May 26	Gower, Jonathan Francis	Francis E. & Nancy J. (Brule)
Nov 28	Guislin, Andrew David	David R. & Laurie N. (Kimball)
Jun 21	Haberman, Kelley Pamela	Peter W. & Sharon M. (Mullen)
Sep 4	Haberman-Groom, Amanda Irene	Thomas Jr. & Donalene A. (Haberman)
Aug 22	Hamalainen, Erika Susan	John R. Jr. & Susan W. (Whitty)
Jun 22	Hansberry, Kaitlin Ann	Michael E. & Susan L. (Jenkins)
Jun 22	Hansberry, Shawn Robert	Michael E. & Susan L. (Jenkins)
Nov 8	Harhen, James Daniel	Michael T. & Lauren J. (Otterson)
Oct 7	Harrington, Aaron White	Steven L. & Susan K. (Lund)
May 15	Harris, Christopher George	George L. & Susanne M. (Gagnon)
Apr 9	Hathaway, Christopher Wayne	Leslie E. & Evelyn R. (Miller)
Mar 15	Haven, Michelle Elizabeth	Victor E. Jr. & Mary P. (Skelly)
Apr 23	Hayden, John Alexander	James E. & Elizabeth G. (Fox)
Oct 23	Hayes, James Francis Jr.	James F. & Marie T. (Costanzo)
Nov 28	Henderson, Christopher Andrew	Edward J. & Lynn M. (Bonick)
Oct 16	Hendrickson, Justin Smith	Bruce E. & Stephanie S. (Smith)
Sep 10	Hennessy, Robert Edward	Robert M. & Sandra E. (Horne)
Dec 4	Heslin, Thomas Patrick	Francis D. III & Terese A. (Lynady)
Feb 17	Hill, Nicole DelPapa	Donald E. & Annette (DelPapa)
Jun 27	Hodges, Rachel Lindsey	Kip V. & Larky (Rochester)
Sep 20	Howling, Gregory Dennis	Peter David A. & Lois M. (Deschenes)
Aug 28	Hubbell, Alice Louise Hunter	Richard H. & Mary Louise S. (Langan)
Sep 15	Hughes, Sam Porooshani	Henry A. Jr. & Ladan (Porooshani)
Apr 17	Huntley, Heather Blanche	Edmund M. & Audrey V. (Kallio)
Feb 28	Incropera, Danielle Renae	Steven & Lori Ann (Enquist)
Aug 17	Ingalls, Jeffrey Wyman	Michael P. & Vicki L. (Wyman)
Aug 27	Janson, Sean Carlson	William C. & Priscilla J. (Bergman)
Oct 17	Johnson, Courtney Eleanor	Harry C. III & Geraldine A. (Anderson)
May 17	Jones, Graham Winston	Earl N. Jr. & Lianne P. (Winnett)
Jul 7	Kane, Dennis Patrick III	Dennis P. Jr. & Suzanne M. (Provost)
May 4	Kay, Michelle Marie	Jeffrey R. & Laurel J. (Miner)
Nov 1	Kaye, Jason David	Charles D. & Donna J. (Bulpett)
Jul 1	Kelley, Sean Michael	Robert A. Jr. & Michelle A. (Glardon)
Jun 1	Kendrigen, Joseph Daniel	James R. & Bonnie Lee (England)
Jun 7	Kiburis, Andre Kent	Stephen A. & Kelly L. (Kent)
Dec 27	Kovach, Joseph Patrick	John R. & Rosemary A. (McGrady)
Jan 14	Lahue, Gregory Robert	Robert S. & Patricia A. (Brule)

<u>DATE</u>	<u>NAME</u>	<u>PARENTS</u>
Jun 25	Larrivee, Laura Ashley	William A. Jr. & Carol T. (Carbonneau)
Sep 1	LeBlanc, Paul Andrew	Paul A. & Elizabeth A. (Curran)
Jul 20	Leedberg, Bryanna Rose	David N. & JoAnn E. (Brundrette)
Mar 24	Lerman-Kania, Candice Allison	Gerald S. & Kathleen A. (Kania)
Jul 26	Lindstrom, Kerri Marie	Roger R. & Nan M. (O'Connell)
Jul 14	Lorden, Julie Ann	Michael J. & Gail A. (Ryan)
Aug 31	Loughlin, Kathleen Elizabeth	Stephen F. & Carla T. (Goheen)
Aug 28	MacDonald, Jeffrey Neal	Neal E. & Susan R. (Wright)
Jul 9	MacDonald, Thomas Keith Jr.	Thomas K. & Kathleen R. (Verfaillie)
Nov 2	MacNeil, Sarah Ann	Chad F. & Deborah A. (Buccola)
Nov 19	MacPherson, Sheri Lyn	Christopher G. & Nancy A. (DaSilva)
Mar 19	Macumber, Margaret Elizabeth	Loran B. & Elizabeth A. (Loughran)
Apr 23	Marinilli, Diane Elizabeth	Anthony S. & Louise M. (Zinka)
Jun 1	Mates, Kimberly Jean	John G. & Diane R. (Krause)
May 12	McCarthy, Ryan Daniel	Andrew J. & Roberta L. (Haley)
Jul 15	McDonough, Anne Carolin	Perry M. & Kathleen (McCabe)
Nov 1	McGrath, Kerilyn Michelle	Martin B. & Katherine M. (Fastje)
Aug 20	McIsaac, Matthew Conrad	John V. & Diana L. (Slayton)
Jul 10	McKenna, James Brendan Jr.	James B. & Cynthia L. (Emerson)
Feb 1	McMann, Katherine Kent	Beverly H. & Paulette I. (Cannavo)
Sep 15	Meagher, William Charles III	Willian C. Jr. & Elaine M. (Seastrand)
Aug 12	Miraglia, Justin Joseph	Joseph & Carolyn A. (Daigle)
Apr 19	Mongan, Timothy Joseph	Peter J. & Theresa J. (Delaney)
Dec 14	Monsalves, Ray Humberto	Raymond H. & Marie H. (Dutile)
Aug 30	Montellese, Julia Michelle	Steve & Phyllis B. (Blattstain)
Feb 29	Morgan, Lauren Marie	Stuart K. & Kathryn (Mineer)
Jan 12	Morin, Caitlin Nicole	Douglas C. & Cheryl J. (Fellows)
Feb 4	Morrill, Michael John	William E. & Barbara J. (Steele)
Mar 12	Morrison, Jarrell David	Ronald C. & Elizabeth A. (Quiri)
Dec 22	Murphy, Kathryn Anne	Joseph A. & Susan (Hatfield)
Oct 7	Oldfield, Sarah Christine	Douglas P. & Christine G. (Wilk)
Jun 3	O'Loughlin, Jennifer Marie	Gene M. & Maria (Bazzinotti)
Jul 14	Orciuch, Gregory William	Edmund P. & Susan K. (Hopkins)
Oct 24	Parks, Lauren Michele	Wilder Jr. & Virginia M. (Caulfield)
Sep 3	Parrott, Danielle Joy	William F. Jr. & Joan C. (Wardenski)
Jun 26	Pastore, John Michael	John J. & Judith M. (Marzari)
Sep 30	Phipps, Jamie Lee	James L. & Susan J. (Wenc)
Mar 13	Pompei, Carissa Lund	Anthony & Patricia L. (Lund)
Jan 15	Prevade, Timothy Joseph	Allen P. & Roberta (Schmalstieg)
May 25	Rautenberg, James Robert	Gary B. & Elizabeth J. (Howard)
Mar 22	Rice, Kimberly Megan	Peter J. & Janet A. (Finnemore)
Aug 27	Rich, Sarah Jacqueline	Robert H. & Janice S. (Russell)
Jun 8	Roberts, Michael Stewart	Edward T. & Helen J. (Cowin)
May 27	Rogers, Shauna Christine	Douglas P. & Elaine A. (Millard)
Nov 12	Roscoe, Nathan Alexander	Joseph C. & Marianne L. (Nelson)
May 11	Roussell, Timothy Richard	Richard H. & Dianne F. (Herron)
Jun 3	Ruggiero, Mary Nicola	Philip A. & Susan M. (Giavaras)
Jan 18	Ryder, Daniel Joseph	Timothy H. & Gerianne (Giuffrida)
Jan 25	Schwalb, M. Benjamin	Barry S. & Marcia L. (Bagnall)
Feb 5	Severson, Karen Alyssa	Kenneth E. & Carol L. (Hagen)
Jan 19	Shaw, Jessica Eileen	Kevin M. & Pauline M. (Heald)
Oct 1	Shepard, Jacquelyn Marie	John F. III & Kim M. (Welby)

<u>DATE</u>	<u>NAME</u>	<u>PARENTS</u>
Oct 1	Shepard, Jennifer Lea	John F. III & Kim M. (Welby)
May 2	Shey, Stephen Yung-Sun	Shen Y. & Mary S. (Lee)
Feb 2	Short, Adrienne Lee	John L. & Carina K. (Li)
Jan 10	Silva, Michael James	Joseph E. & Karen M. (Lanzillo)
Nov 26	Simoglou, Stephen Thomas	Andrew A. & Yiota (Gianacakes)
May 19	Smith, Michael Duncan	Robert D. & Christine A. (Boudreau)
Oct 11	Smith, Michelle Diane	Dennis E. & Diane M. (Griggs)
Jun 10	Sousa, Andrew Martin	Edward M. & Catherine M. (McElman)
Jul 5	Sparks, Mary Katherine	Thomas E. & Diane L. (Witkowski)
Jul 30	Stackhouse, Kenneth Francis	Ralph A. Jr. & Pamela M. (Breen)
Jun 29	Stander, Jared Michael	Richard A. & Robin E. (Mullen)
Apr 20	St.Gelais, Melissa Ann	Richard H. & Marie E. (Leahy)
Jun 27	Stobie, Megan Elizabeth	James A. & Nancy L. (Swanton)
Jun 7	Stone, Samantha Sarah	Stephen H. & Pamela J. (Brown)
Jun 24	Struzik, Alexandra	Michael P. & Elizabeth L. (Kreuzberg)
Sep 3	Studer, Jennifer Lindsay	Michael J. & Patricia R. (Moseley)
Dec 12	Switzer, Katharine Claire	George W. & Marlene R. (Packman)
May 4	Tebbetts, Andrew George	Daniel G. & Gail A. (Bellemare)
Apr 3	Thibeault, Kimberly Ann	David P. & Susan M. (Robson)
Aug 3	Thigpen, Adam Bernard	Robert F Jr. & Sara L. (Stutz)
Feb 10	Tocci, Michael Adam	Carmine M. & Denise P. (Cote)
May 10	Tortora, Richard John	John O. & Janet M. (Hanley)
Dec 5	Trembley, Philip Anthony	Robert A. & Carol Ann (Cervoni)
Feb 17	Valcourt, Ryan Francis	George E. & Paula A. (Mulligan)
Apr 16	VanGemert, Adam	Warren & JoAnne M. (Turner)
Apr 9	Walker, Ian Laing	David M. & Holly W. (Ellis)
Sep 20	Ware, Michael Stephen	Thornton K. III & Linda D. (Tavilla)
Oct 25	Wartonick, Christopher Paul	Donald P. & Karen A. (Sadler)
Oct 16	Watt, Alysson Hodgess	William M. & Deborah G. (Hodgess)
Jul 24	Webber, Peter Ferdinand	Stephen A. & Carol A. (Azar)
Oct 5	Wesson, Derek Michael	Michael J. & Jeraldine (Ruggiero)
May 24	Whalen, Michael Bryant	Thomas J. & Barbara A. (Bryant)
Dec 28	White, Jeffrey James	Robert E. & Jeanne (Potter)
Sep 14	Wiley, Kristin Virginia	Thomas M. & Priscilla (Beebe)
Jul 24	Williamson, Stacy Lea	Andrew R. & Cynthia J. (Pierce)
Feb 3	Wilson, Benjamin Wheeler	Alfred W. & Truda S. (Salmon)
Jan 10	Wilson, Shannon Renee	Kenneth M. Jr. & Sandra J. (Williamson)
Jun 6	Young, Travis Clayton	James E. & Renee J. (Lamoureux)
Jan 21	Zakos, Alexander Zachary	Dimitri Z. & Jean M. (Daly)
Jul 3	Zink, Justin David	David A. & Nancy C. (Hopkins)

MALES: 102

FEMALES: 86

TOTAL: 188

DEATHS

Recorded by the Town Clerk - 1984

<u>DATE</u>	<u>NAME</u>	<u>YEARS</u>
Nov 23	Austin, Muriel - wid Edgar	72
Mar 3	Bates, Jeannette - wid George C.	89
Nov 29	Boisvert, Alice - wid Edward	87
Apr 23	Brodeur, Wilfred P. - wid Jeanette (Roberge)	84
Dec 30	Burns, Gladys - wid John J.	93
Jul 7	Callahan, Helen - wid Patrick J.	91
Jun 27	Carter, Eugene Stuart - hus Marjorie E. (Smith)	51
Jun 26	Chandonait, Lola - wid Francis	74
Apr 6	Charlton, Michael A. - hus Dorothy (Mello)	66
Mar 13	Colburn, Charles Hildreth - Single	80
Oct 24	Collins, Alice - wid Frank	97
Aug 10	Daley, Amelia - wid Edward	84
Jul 29	Day, Frances Nellie - wid Claude	96
Apr 18	DeMichelis, Annie - wid Modesto	84
Oct 6	Dennechuk, Peter - wid Dora (Walkowicz)	71
Feb 9	DeVincentis, Glorinda A. - wife Francesco	68
Oct 7	DiMaggio, Carmen - wid Angela (Manfredi)	74
Oct 14	Doherty, John J. - hus Esther (Perry)	56
Mar 13	Douglas, Charles W. - hus Beatrice (Courchaine)	84
Sep 1	Downing, Adina - wid Walter H.	98
Sep 17	Dupont, Mary A. - wid Onsimé	96
Feb 17	Dupuis, Arthur J. - hus Ethel Marion (Bell)	63
Apr 16	Elliott, Beatrice - wid Augustus	78
Feb 13	Ellis, Eleanor C. - wid Earl	69
May 20	Fecteau, Winifred - wid Alderick	95
Apr 5	Garside, Betty Janice - wife Alfred J.	46
Nov 24	Gerace, Marie Lillian B. - wife Domenico A.	71
Oct 25	Gould, Harry P. - hus Michelle J. (St.Martin)	38
Mar 29	Gray, G. Peter - hus Ruth M. (Dunigan)	53
Dec 17	Greenslade, Edith - wid Arthur T.	87
Feb 7	Gustafson, Blanche I. - wife William S.	78
Jul 5	Harrington, Edward F. - hus Kathryn (Supple)	76
Apr 9	Hollowell, Edith M. - wid Elwin H.	88
Jan 12	Jacobs, Marion - wife Edward	67
Feb 13	James, Alvin L. - hus Dorothy (Bleyer)	77
Sep 20	Jelley, Harold - wid Rita (Nadolny)	64
Dec 27	Kelly, William Joseph - hus Sarah (Smith)	93
Oct 3	Kidder, Edna E. - wid O. Hartwell	93
Feb 21	LaPan, Raymond D. - Hus Ethel (Cairns)	60

<u>DATE</u>	<u>NAME</u>	<u>YEARS</u>
Dec 5	Larkin, Leo Richard - wid Josephine (Dupuis)	81
Jan 23	Lawrie, Margaret - wid William M.	79
Jul 11	Lemke, Ida - wife Edward	83
Feb 20	Lessard, Louis - hus Lillian (Boucher)	76
May 23	Lospennato, Frank - wid Lillian (Macclone)	80
Jul 24	McKniff, Sarah L. - wid Thomas J.	85
Nov 10	Milot, Albertine - wid Lucien	79
Apr 13	Mountain, Muriel E. F. - wife Edward P.	69
Nov 22	Mulligan, Mary - Single	88
Aug 2	Murphy, Thomas - Single	19
Dec 30	Noel, Joseph Arthur - hus Florence (Lacroix)	69
Dec 27	Oman, Mabel Elaine - wife Walter R.	55
Jul 19	Orr, Theresa - wid Robert	82
Feb 3	Otterson, Lois Jean - wife George I.	51
Jun 29	Page, Frank - hus Marjorie (Tapley)	49
Sep 2	Palmer, Josephine - wid Lewis B.	95
Apr 18	Pelerin, Joseph - hus Helen (Stander)	63
Dec 25	Pierce, Bella H. - wid Allan T.	83
Jul 6	Rafferty, Michael Joseph - hus Helen (Lynch)	63
Jul 15	Roberts, Stuart Paul - hus Margaret (Hrinchuk)	46
Jul 9	Robin, Gilbert Joseph - hus Marie (Cannistraro)	70
Jun 12	Robinson, Constance Mabel - wife Donald F.	55
Jan 8	Robinson, William E. - wid Irene (Milot)	75
Nov 16	Rollins, Elva J. - wife Carroll J.	87
Jun 13	Sawosik, Michael Jr. - hus Theresa (Marquis)	56
Dec 3	Sczylvian, William A. - hus Elaine (Dewey)	25
Aug 30	Smith, Caroline F. - wife Edward R.	49
Nov 3	Sudak, Nicholas, Jr. - hus Margaret (Leonard)	66
Dec 28	Teehan, Mary L. - single	91
Feb 26	Thurber, Harry Short - Div Jean (Snow)	71
Oct 6	Tucker, Florence - wid Frank	83
Sep 24	Vanbever, Francis J. - hus Annie (Smith)	68
Oct 30	Vincent, Donat - hus Marie J. (Bouchard)	77
Feb 16	Walsh, Mary - wife Michael	76
Aug 4	Young, Wallace N. - hus Catherine S. (Monihan)	85

MALES: 38

FEMALES: 36

TOTAL: 74

MARRIAGES

Recorded by the Town Clerk - 1984

DATE	NAME	AGE	RESIDENCE	BIRTHPLACE
Jul 28	Ahl, Gilbert W.	44	Florida	New York
	Davy, Maria	27	Westford	Illinois
Apr 7	Allred, Thomas B. Jr.	27	Wyoming	Colorado
	Messina, Cynthia M.	22	Wyoming	Quincy
Oct 20	Anderson, Andrew Jr.	23	Westford	Lowell
	Melancon, Linda	23	Boxborough	Lowell
Jun 16	Anderson, Carl A.	24	Westford	Lowell
	Kasilowski, Pamela T.	25	Westford	Lowell
Feb 19	Arpin, Robert A.	29	Dracut	Lowell
	Wisnowski, Bonnie S.	29	Westford	New York
May 19	Arruda, Mark A.	21	Westford	Fall River
	Desharnais, Theresa M.	18	Westford	Lowell
Oct 19	Baker, Joel P.	25	Littleton	Boston
	Evans, Michelle J.	20	Westford	Fitchburg
May 27	Barnum, David M.	23	Amesbury	Methuen
	Hutcherson, Cynthia J.	23	Westford	Lowell
Sep 28	Beninati, Anthony J.	52	Westford	Italy
	Demetri, Margaret T.	49	Westford	Boston
Aug 25	Berroth, Donald Peter	25	Westford	New York
	McGlinchey, Regina E.	25	Westford	Lowell
Apr 21	Boldrighini, Mark A.	35	Westford	Boston
	Nelson, Gladys A.	30	Westford	New Hampshire
May 26	Brown, Richard E.	51	Westford	Indiana
	Oteri, Glenna J.	53	Westford	Martha's Vyd
Jan 20	Burke, William M. Jr.	36	Pepperell	Waltham
	Daly, Susan M.	24	Westford	Lowell
Mar 31	Carter, James G. 3rd	20	Ayer	Maryland
	Tatelman, Sherri	21	Westford	Boston
Sep 21	Chaisson, Stephen H.	22	Westford	Athol
	Lefebvre, Marianne E.	25	Westford	Lowell
Jun 30	Christ, Martin A.	24	Littleton	New York
	Solomon, LeeAnn	23	Westford	Lowell
May 19	Chrusciel, John M.	30	Westford	Greenfield
	Lord, Diane D.	34	Westford	Lowell
May 27	Correnty, Paul S.	27	Westford	Florida
	Sieg, Anita R.	27	Westford	Lynn
Feb 26	Crocker, David P.	22	Westford	Lowell
	Goguen, Judith A.	19	Westford	Lowell
Jan 21	D'Agostino, Wayne A.	30	Topsfield	Beverly
	Donovan, Karen M.	29	Wayland	Boston

DATE	NAME	AGE	RESIDENCE	BIRTHPLACE
Jun 23	deClercq Zubli, Richard	29	Nashua, NH	Sumatra
	Hooper, Ellen Amy	26	Nashua, NH	Lowell
Sep 8	Delorey, Kevin P.	33	Westford	Newton
	Boisvert, Patricia A.	31	Westford	Waltham
Jun 9	Del Real, Richard	33	Westford	Boston
	Greig, Donna	36	Westford	Lowell
May 6	Demirjian, Gerald J.	21	Westford	Somerville
	Carroll, Linda S.	21	Westford	Woburn
Oct 6	Dettoni, Stephen P.	47	Westford	Quincy
	Lloyd, Lisa	22	Westford	Framingham
Aug 25	Donahue, David M.	27	Westford	Winchester
	DiStefano, Patricia A.	31	Westford	Chelsea
May 20	Dotson, Kim	31	Westford	Indiana
	Cronin, Barbara	31	Westford	Canada
Apr 28	Ely, Richard J.	34	Westford	Winchester
	Rigg, Marjorie L.	35	Westford	Indiana
Aug 4	Emond, Raymond	49	Westford	New Hampshire
	Repoza, Dorothy	39	Westford	New Jersey
Oct 7	Estes, Chris E.	24	Westford	California
	Prentice, Sandra T.	21	Westford	Holyoke
Mar 31	Everhart, Robert D.	25	Nashua, NH	Waltham
	Fleury, Donna	22	Nashua, NH	New Hampshire
Nov 3	Fallier, Forrest E.	25	Westford	New York
	D'Entremont, Cathleen B.	26	Bedford	N. Carolina
Jun 30	Fallon, A. Dennis	48	Westford	Rhode Island
	Cote, Jeanine	43	Westford	Fall River
Nov 24	Farley, James L.	48	Westford	Haverhill
	Peladeau, Rose Marie	52	Westford	Tyngsboro
Nov 17	Fortin, Scott W.	24	Westford	Lowell
	Latham, Mary M.	24	Westford	Lowell
Sep 15	Gauthier, Walter P.	24	Lowell	Lowell
	Sheridan, Margaret M.	22	Westford	New York
Mar 25	Giunta, Louis	65	Hudson, NH	Italy
	Barretto, Ida L.	59	Westford	Westford
Jun 30	Goerke, Arthur W.	27	Westford	Lowell
	Michaels, Stephanie L.	23	Westford	Lowell
Sep 8	Gray, Steven J.	23	Dracut	Winchester
	Snow, Cynthia L.	23	Westford	Newton
Oct 20	Greenwood, James	29	Westford	Ayer
	Mosher, Phyllis	29	Westford	Quincy
Sep 8	Healy, Frederick W.	26	Westford	Lowell
	Letendre, Janis A.	26	Westford	Marlborough
Mar 17	Hellberg, Steven W.	25	Pennsylvania	Michigan
	Reilly, Janet	23	Westford	Lowell
May 12	Hodgin, Stephen P.	31	Westford	Wash., D.C.
	Larsen, Jo Anne	31	Westford	Wisconsin
May 6	Ingalls, Stephen	24	Westford	Groton
	Wyman, June C.	23	Westford	Lowell
Oct 6	Kalan, Stephen P.	25	Virginia	W. Germany
	Lobo, Lori M.	21	Westford	Ohio
Sep 8	Karkota, Dennis R.	35	Westford	Lowell
	Stevenson, Elizabeth C.	24	Westford	New Jersey

DATE	NAME	AGE	RESIDENCE	BIRTHPLACE
Jun 30	King, William C.	49	Westford	New York
	Harding, Janet E.	42	Westford	New Hampshire
Jun 2	Kostka, James W.	23	Natick	Winchester
	Overstreet, Carrie E.	25	Natick	Chile, S.A.
May 19	Kratoska, John R.	34	Westford	Virginia
	Whitaker, Elizabeth H.	30	Lowell	New York
Nov 10	Lattanzi, Robert C.	24	Arkansas	Wakefield
	Yetman, Susan J.	24	Westford	Malden
Dec 31	Lorentzen, Paul M.	29	Westford	Lowell
	Compton, Carline A.	32	Westford	Waltham
Nov 4	Lyons, Robert F.	29	Westford	Concord
	Downey, Marsha L.	25	Westford	Tennessee
Jun 24	Malone, Kevin	29	Derry, NH	Boston
	Mantone, Pamela	25	Westford	Boston
Nov 4	Mannone, Francis A.	43	Westford	Cambridge
	McLaughlin, Judith A.	31	Westford	Somerville
Jul 7	Mason, Joseph E.	26	Florida	Florida
	Kameras, Erika	26	Florida	Concord
Sep 15	Maynard, Michael G.	30	Westford	Maryland
	Medley, Tamela L.	30	Westford	Connecticut
Jun 2	McCann, William P.	24	Lowell	Lowell
	Jewell, Natalie A.	22	Westford	Lowell
May 5	McGlinchey, William M.	28	Concord	Lowell
	Deane, Nancy J.	26	Concord	Boston
Oct 19	Millson, Donald B.	56	Westford	Ayer
	Farrell, Carol	41	N. Andover	Pennsylvania
Feb 18	Mogensen, Eric C.	24	Virginia	New York
	Reed, Janet M.	22	Westford	Norwood
Jun 30	Morse, Richard S.	24	Centerville	Norwood
	Coughlin, Carole A.	22	Westford	Natick
May 25	Nardone, Albert L.	57	Acton	Newton
	Baird, Fay H.	48	Acton	Gloucester
May 19	Nyhan, William J.	33	Westford	Boston
	Kearn, Joyce E.	33	Westford	Lynn
Nov 16	Pacella, Michael 3rd	23	Westford	Dedham
	Murphy, Corina	21	Westford	Somerville
Feb 11	Pratt, Richard C.	42	Westford	Newburyport
	Spadaro, Sarah J.	27	Westford	Boston
Oct 6	Prescott, Franklin J.	25	Westford	Lowell
	Hansen, Karen E.	25	Littleton	Boston
Jul 14	Ragwar, James O.	37	Dracut	E. Africa
	DiDonato, Joanne M.	30	Westford	Lowell
Mar 10	Rivetts, Michael D.	22	Littleton	Ayer
	Legg, Sandra M.	21	Westford	Winchester
Nov 25	Roach, Patrick P. Jr.	34	Westford	Illinois
	Parker, Joan E.	31	Westford	Springfield
Oct 27	Robinson, Wayne	22	Salem, NH	Lowell
	Davidson, Jodi	21	Salem, NH	Boston
May 26	Rocha, Anthony J.	54	Westford	Lowell
	Watson, Constance J.	52	Chelmsford	New York
Dec 1	Rowe, George J.	46	Westford	Lowell
	Finnila, Mary J.	47	Westford	Portugal

DATE	NAME	AGE	RESIDENCE	BIRTHPLACE
Sep 22	Scott, Kevin M.	28	Littleton	Germany
	Hartley, Lisa A.	24	Westford	Lowell
Sep 1	Smith, Dean F.	24	Groton	Lowell
	Price, Connie L.	20	Groton	Japan
Sep 15	Soucy, Paul G.	22	Nashua, NH	New Hampshire
	Hook, Donna M.	22	Westford	Lowell
Sep 29	Stott, David M.	24	Chelmsford	Lowell
	Fairweather, Rhonda A.	22	Littleton	Lowell
Jan 18	Sullivan, Brian J.	26	Marlborough	Marlborough
	Hanlon, Karen A.	23	Westford	Pennsylvania
Oct 13	Tate, Edward S.	26	Westford	Boston
	Platt, Virginia A.	18	Westford	New Jersey
Apr 29	Tonkavitch, John M.	27	Indiana	Louisiana
	Dejniak, Karen F.	23	Indiana	Lowell
Apr 14	Tower, Steven M.	34	Connecticut	Connecticut
	Blanchard, Heather G.	29	Connecticut	Connecticut
Feb 3	Traywick, Bernard R.	36	Westford	Boston
	Wilson, Pamela R.	36	Westford	Ayer
Sep 8	Van Veen, Christopher	26	Nashua, NH	Brockton
	Guillemette, Denise G.	25	Nashua, NH	Lowell
Apr 8	White, Robert J.	54	Westford	Woburn
	Kelley, Patricia A.	45	Westford	Maryland
Jun 23	Williams, Stephen H.	24	Bridgewater	Maryland
	Grimm, Cindy Ann	27	Westford	Lowell
Jul 7	Williamson, James G.	31	Westford	Nova Scotia
	Portell, Linda K.	30	Westford	Newton
Feb 29	Yates, G. Kenneth	58	Westford	Illinois
	Pemberton, Gale S.	43	Westford	New York
Apr 1	Zambri, Peter P.	35	New Jersey	New Jersey
	Aaron, Linda R.	33	Westford	Maine

TOTAL MARRIAGES RECORDED: 87

ELECTION WORKERS - 1984

ENROLLED AS DEMOCRAT

Barrett, Marge
Bergamini, Dorothy
Bomal, Lorraine
Boudreau, Steven
Cantin, Dorothy
Cassidy, Norma
Connell, Joan
Considine, Frances
Cote, Mary
Crocker, Helena
Croteau, Mary Lou
Dearth, Darlene
DeMarino, Irene
Denisevich, Anthony
Denisevich, Cecelia
Desmond, Helen
Drake, Muriel
Ducharme, Audrey
Enwright, Pat
Forest, Frances
Gallardo, Marilyn
Garrahan, Jane
Healy, Dorothy
Healy-Coffin, Dini
Hill, Mary
Holmes, Diane
Jeray, Frances
Kelly, John
Koziol, Mary
Lord, Philip
Maciak, Elaine
Martin, Mary
McCusker, Ann
McKenna, William Jr.
Mealy, Arthur
Morton, Mary
Murphy, Pat
Pioli, Joan
Priestly, Joyce
Regan, Ellen
Ricard, Viateur
Schaub, Jean
Smith, Mary
St. Gelais, Marjorie
Sullivan, Veronica
Szylvian, Edmund
Szylvian, Irene

ENROLLED AS DEMOCRAT (Ct'd)

Teague, M. Kay
Teller, Emily
Tremble, Cynthia
Trubey, Mary
Trubey, Paul
Trubey, Richard
VanLandeghem, Eleanor
Walthers, Linda
Watson, Denis
Webster, JoAnn
Woznac, Irene
Zusin, Carol

ENROLLED AS REPUBLICAN

Aranyi, Barbara
Basner, Grace
Benson, Carl
Benson, Ruby
Blowey, Reginald
Bonner, Sue
Brewer, Barbara
Caless, Mary
Capone, Barbara
Carson, Bonnie
Chamberlain, Ruth
Cornwall, Bertha
Cornwall, Susan
Dalton, Gladys
Day, Alice
Day, Roger
Earnshaw, Robert
Eliason, Adeline
Fletcher, Frances
Forty, Kathleen
Gagnon, Jeannette
Galvin, Kathleen
Hall, Joanne
Hall, Ruth
Hinckley, Ralph
Jackson, Mary
Jewett, Lois
Johnson, Mary Jo
Karkota, Frank
Kitner, Frank
Kronlund, Elaine

ELECTION WORKERS - 1984

ENROLLED AS REPUBLICAN (Ct'd)

Lorentzen, Dorothy
Lyons, Helen
MacPherson, Ian
MacQuarrie, Marion
Malone, Mae
Martinez, Anthony
O'Brien, Joan
Picking, Bernice
Rautenberg, Diane
Robinson, Donald
Roper, Cindy
Sambito, Madeline
Smith, Larry
Swanson, Dorothy
Timberlake, James
Timberlake, Janet
Tuttle, Shirley
VanNorden, Mary
Vaughn, Edith
Vaughn, Joanne
Whitney, Joanne
Whitney, Robert
Wilder, Arnold
Wyman, Nancy

ENROLLED AS INDEPENDENTS

Bagley, Alice
Crocker, Vivian
Harde, Ellen
Mabee, Claire
MacMillan, Rena
Williams, Priscilla

PRESIDENTIAL PRIMARY - MARCH 13, 1984

DEMOCRATIC BALLOT

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	TOTAL
Total Ballots Cast	487	272	415	342	1516

PRESIDENTIAL PREFERENCE

Jesse Jackson	21	15	7	5	48
Gary Hart	225	112	165	150	652
Reubin Askew	0	4	0	0	4
George McGovern	116	57	84	65	322
Walter F. Mondale	56	51	82	66	255
Ernest F. Hollings	0	20	0	0	20
Alan Cranston	1	0	0	0	1
John Glenn	57	0	47	39	143
No Preference	4	2	4	2	12
All Others	7	10	23	12	52
Blanks	0	1	3	3	7

STATE COMMITTEE MAN

Edward J. Kennedy, Jr.	262	155	255	186	858
George F. Woods, Jr.	104	66	101	83	354
All Others	0	0	3	0	3
Blanks	121	51	56	73	301

STATE COMMITTEE WOMAN

Dolores DeSilva Beati	198	119	227	149	693
Mary Anastopoulos	158	84	112	106	460
All Others	0	0	6	0	6
Blanks	131	69	70	87	357

TOWN COMMITTEE

Felix R. Perrault	261	181	263	218	923
Mark W. Mulligan	263	180	303	227	973
Patricia A. Murphy	238	138	242	181	799
Kenneth J. Dwyer II	236	135	219	163	753
William R. Healy	250	155	221	187	813
Monica L. Sullivan	242	141	220	187	790
Joan M. Rockwood	216	126	208	167	717
Carol Nastasia	221	127	200	171	719
Kathleen A. Jones	233	132	214	172	751
Leon P. Blanchard	225	140	202	178	745
Jeanne S. Masterman	257	127	202	180	766
Geoffrey D. Hall	264	171	239	205	879

PRESIDENTIAL PRIMARY (CONT'D)

TOWN COMMITTEE (CONT'D)

Kathleen Bradley	272	147	223	190	832
Ellen (Ruby) Regan	228	146	210	182	766
Irene A. Woznac	230	144	214	186	774
H. James Kazeniac	239	147	219	191	796
Robert P. Tierney	239	143	216	184	782
Sandra J. Anderson	228	130	217	167	742
Ronald W. LaVie	221	136	231	169	757
Denis P. Watson	233	131	210	165	739
James L. Healy	254	160	234	201	849
James D. Lehan	230	130	245	170	775
John A. Flavell	232	140	239	176	787
Robert R. Fitzpatrick	236	145	222	197	800
Dorothy M. Antonelli	242	135	215	178	770
Viateur A. Ricard	221	143	205	183	752
John L. Connell, Jr.	271	159	223	195	848
Robert J. Spinner	239	131	204	174	748
Alfreda E. Spinner	231	130	202	176	739
Ronald P. Nolin	227	128	219	163	737
Paul F. Peterson	228	131	235	170	764
Lorraine E. Bomal	229	138	217	173	757
William S. McKenna	273	146	257	189	865
Mary E. Smith**	2	0	6	9	17
William S. McKenna, Jr.**	1	0	7	3	11
All Others	4	15	5	7	31
Blanks	9129	4812	7117	5936	26994

**Write-Ins

PRESIDENTIAL PRIMARY - MARCH 13, 1984

REPUBLICAN BALLOT

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	TOTAL
Total Ballots Cast	62	46	42	36	186

PRESIDENTIAL PREFERENCE

Ronald W. Reagan	53	40	38	31	162
No Preference	4	3	0	2	9
All Others	5	0	3	3	11
Blanks	0	3	1	0	4

STATE COMMITTEE MAN

Vincent P. McLaughlin	41	35	30	19	125
Thomas K. Reilly	11	5	8	9	33
All Others	0	0	0	0	0
Blanks	10	6	4	8	28

STATE COMMITTEE WOMAN

Constance M. Achin	47	37	34	28	146
All Others	0	0	0	0	0
Blanks	15	9	8	8	40

TOWN COMMITTEE

Wilbert L. Vaughn	43	36	33	24	136
Edith M. Vaughn	42	38	32	24	136
Stephen F. Aranyi	40	33	27	22	122
Barbara A. Aranyi	41	35	28	22	126
Annette M. Aranyi	40	33	29	22	124
Gunars V. Zagars	40	33	28	22	123
Ian A. MacPherson	44	39	30	23	136
Bette R. Hook	52	40	33	28	153
Brian L. Vaughn	42	33	32	24	131
Joanne M. Vaughn	42	36	31	24	133
Frank P. Karkota, Jr.	40	35	29	22	126
Mary L. Caless	46	35	30	28	139
All Others	5	1	0	0	6
Blanks	1653	1183	1108	975	4919

STATE ELECTION - NOVEMBER 6, 1984

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	TOTAL
Total Ballots Cast	2181	1687	1631	1671	7170

PRESIDENT AND VICE PRESIDENT

Mondale and Ferraro	670	553	551	545	2319
Reagan and Bush	1491	1119	1063	1109	4782
Serrette and Ross	3	5	6	5	19
Jackson and Walton	0	0	0	0	0
Dodge and Martin	0	0	0	0	0
Harmon and Polland	0	0	0	0	0
All Others	1	1	3	3	8
Blanks	16	9	8	9	42

SENATOR IN CONGRESS

John F. Kerry	775	640	642	666	2723
Raymond Shamie	1387	1025	968	977	4357
All Others	1	3	2	1	7
Blanks	18	19	19	27	83

REPRESENTATIVE IN CONGRESS

Chester G. Atkins	918	753	766	771	3208
Gregory S. Hyatt	1204	900	823	844	3771
All Others	0	0	0	0	0
Blanks	59	34	42	56	191

COUNCILLOR

Herbert L. Connolly	1352	1114	1125	1072	4663
All Others	1	1	6	2	10
Blanks	828	572	500	597	2497

SENATOR IN GENERAL COURT

Wayne Peters	1077	705	674	734	3190
Paul J. Sheehy	864	831	823	756	3274
All Others	1	0	0	1	2
Blanks	239	151	134	180	704

REPRESENTATIVE IN GENERAL COURT

John F. MacGovern	1378	909	814	937	4038
Paul J. Glavey	663	684	715	637	2699
All Others	1	0	0	0	1
Blanks	139	94	102	97	432

STATE ELECTION - (CONT'D)

REGISTER OF PROBATE

Paul J. Cananaugh	1348	1121	1153	1070	4692
All Others	0	1	2	1	4
Blanks	833	565	476	600	2474

COUNTY COMMISSIONER

Thomas J. Larkin	952	756	757	767	3232
Michael E. McLaughlin	945	868	868	785	3466
Nicholas S. Polio	987	658	599	685	2929
All Others	0	0	1	0	1
Blanks	1478	1092	1037	1105	4712

TREASURER

William J. Gustus	1347	1108	1144	1072	4671
All Others	0	2	6	1	9
Blanks	834	577	481	598	2490

ANNUAL TOWN ELECTION - MAY 1, 1984

	PREC 1	PREC 2	PREC 3	PREC 4	TOTAL
Whole number of ballots cast	662	430	456	495	2043

SELECTMEN (2) THREE YEARS

* Ronald H. Johnson	444	264	312	299	1319
* Robert P. Tierney	405	252	286	272	1215
Robert Herrmann (Write-In)	67	119	66	129	381
Samuel Frank (Write-In)	37	5	4	12	58
All Others	3	1	2	1	7
Blanks	368	219	242	277	1106

TOWN CLERK (1) THREE YEARS

* Elaine V. McKenna	559	353	382	424	1718
All Others	-	-	-	-	-
Blanks	103	77	74	71	325

ASSESSOR (1) THREE YEARS

* Hal R. Schreiber	496	318	343	361	1518
All Others	1	1	-	-	2
Blanks	165	111	113	134	523

MODERATOR (1) THREE YEARS

* Willian J. Kavanagh, Jr.	500	328	343	382	1553
All Others	4	1	-	3	8
Blanks	158	101	113	110	482

SCHOOL COMMITTEE (2) THREE YEARS

Andrea K. Griffin	195	98	107	128	528
Harry W. Manuel, Jr.	317	174	229	190	910
* Anthony Martinez III	297	225	284	257	1063
* Allan S. Timmins	345	242	152	257	996
Robert Herrmann (Write-In)	-	-	5	-	5
All Others	1	-	-	2	3
Blanks	169	121	135	156	581

PLANNING BOARD (1) FIVE YEARS

* Leslie A. Thomas	500	305	333	353	1491
All Others	-	1	-	-	1
Blanks	162	124	123	142	551

BOARD OF HEALTH (2) THREE YEARS

* Charles G. Colburn	422	246	243	295	1206
* Charles S. Landino	424	201	261	253	1139
Robert P. Murphy	218	216	216	212	862
Beth Shaw (Write-In)	-	-	-	2	2
All Others	1	-	-	1	2
Blanks	259	197	192	227	875

TRUSTEES J.V. FLETCHER LIBRARY (2) THREE YEARS

* MaryAnn Finnegan	493	321	337	374	1525
* Richard E. Kenyon	457	278	310	336	1381
All Others	-	-	-	-	-
Blanks	374	261	265	280	1180

CEMETERY COMMISSIONER (1) THREE YEARS

* Gordon B. Seavey	464	279	272	305	1320
Michael L. Durand	110	82	108	115	415
All Others	-	-	-	1	1
Blanks	88	69	76	74	307

WATER COMMISSIONER (1) THREE YEARS

* Kevin J. Woitowicz	510	339	345	394	1588
All Others	-	-	-	-	-
Blanks	152	91	111	101	455

* ELECTED

STATE PRIMARY - SEPTEMBER 18, 1984

DEMOCRATIC BALLOT

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	TOTAL
Total Ballots Cast	688	564	656	580	2488

SENATOR IN CONGRESS

David M. Bartley	25	31	25	28	109
Michael Joseph Connolly	29	26	28	34	117
John F. Kerry	174	151	146	153	624
James M. Shannon	428	344	442	347	1561
All Others	0	0	0	1	1
Blanks	32	12	15	17	76

REPRESENTATIVE IN CONGRESS

Chester G. Atkins	360	235	270	269	1134
Philip L. Shea	307	318	371	298	1294
All Others	0	11	0	1	12
Blanks	21	0	15	12	48

COUNCILLOR

Herbert L. Connolly	133	97	113	149	492
Raymond P. McKeon	419	388	456	345	1608
All Others	0	0	0	1	1
Blanks	136	79	87	85	387

SENATOR IN GENERAL COURT

George W. Anthes	57	29	44	45	175
Paul J. Sheehy	153	125	160	111	549
Gary D. Sullivan	428	385	396	395	1604
All Others	0	0	0	0	0
Blanks	50	25	56	29	160

REPRESENTATIVE IN GENERAL COURT

Paul J. Glavey	439	419	490	428	1776
All Others	0	0	6	0	6
Blanks	249	145	160	152	706

PREC. 1	PREC. 2	PREC. 3	PREC. 4	TOTAL
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REGISTER OF PROBATE

Paul J. Cavanaugh	430	415	472	403	1720
All Others	0	0	1	0	1
Blanks	258	149	183	177	767

COUNTY COMMISSIONERS

Thomas J. Larkin	301	224	267	260	1052
Michael E. McLaughlin	302	336	355	317	1310
Robert W. Keough	147	136	137	116	536
Albert Joseph Onessimo	52	46	51	35	184
Anthony D. Pini	69	34	50	42	195
All Others	0	0	0	0	0
Blanks	505	352	452	390	1699

TREASURER

William J. Gustus	181	136	138	143	598
Rocco J. Antonelli	71	77	77	63	288
Daniel H. Ballou, Jr.	126	120	168	107	521
Thomas F. Coughlin	41	32	42	29	144
Leo F. Henebury, Jr.	7	15	16	16	54
Joseph F. LeBlanc	54	57	78	73	262
Vincent A. LoPresti	49	40	34	38	161
All Others	0	0	0	0	0
Blanks	159	87	103	111	460

STATE PRIMARY - SEPTEMBER 18, 1984

REPUBLICAN BALLOT

	PREC. 1	PREC. 2	PREC. 3	PREC. 4	TOTAL
Total Ballots Cast	300	208	160	214	882

SENATOR IN CONGRESS

Elliot L. Richardson	100	52	37	55	244
Raymond Shamie	198	156	123	158	635
All Others	0	0	0	0	0
Blanks	2	0	0	1	3

REPRESENTATIVE IN CONGRESS

Gregory S. Hyatt	149	117	97	104	467
Thomas P. Tierney	115	64	53	78	310
All Others	0	0	0	0	0
Blanks	36	27	10	32	105

COUNCILLOR

All Others	0	1	1	3	5
Blanks	300	207	159	211	877

SENATOR IN GENERAL COURT

Wayne Peters	202	134	119	132	587
All Others	0	0	1	0	1
Blanks	98	74	40	82	294

REPRESENTATIVE IN GENERAL COURT

John F. MacGovern	232	155	131	157	675
All Others	0	0	0	0	0
Blanks	68	53	29	57	207

REGISTER OF PROBATE

	0	0	1	0	1
All Others					
Blanks	300	208	159	214	881

COUNTY COMMISSIONER

Nicholas S. Polio	189	129	108	120	546
All Others	0	1	0	1	2
Blanks	411	286	212	307	1216

TREASURER

	0	5	3	2	10
All Others					
Blanks	300	203	157	212	872

ANNUAL TOWN MEETING - MAY 5, 1984

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at Abbot Middle School on Saturday, May 5, 1984, called to commence at 10:00 a.m., the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 184.

William Kavanagh, Town Moderator, called the meeting to order at 10:00 a.m.

ARTICLE 1. Town Officers and Committees had no verbal reports to present and written reports are contained in the 1983 Town Reports.

ARTICLE 2. It was voted unanimously that the salaries and compensation of the following elected officers be established as follows, effective as of July 1, 1984:

Assessors	\$ 500.00 each per year
Cemetery Commissioners	200.00 each per year
Board of Health	250.00 each per year
Selectmen:	
Chairman	1,100.00 per year
Other Members	950.00 each per year
Town Clerk	17,100.00 per year
Treasurer/Collector	19,400.00 per year
Tree Warden	100.00 per year

(Finance Committee Approved)

ARTICLE 3. It was voted that the Town amend its Consolidated Classification Plan, Compensation Plan, and Personnel By-Laws as follows:

(1.) Strike the entire Section 3 and insert in place thereof the following: Section 3. The Classification and Wage Plan (Effective July 1, 1984)

The Classification and Wage Plan establishing the occupational categories, the wage rates, and the present hourly rates. Any employee subject to this By-Law during fiscal year 1984-85 shall, beginning July 1, 1984, be paid at the wage rate and within the occupational category as he was paid on April 1, 1984 unless otherwise authorized by the Personnel Board.

All step increases and classification changes after July 1, 1984 shall not take effect until approved by the Personnel Board.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
minimum					maximum

CLERK TYPIST

Level 1	4.45	4.59	4.72	4.85	4.98	5.12
Level 2	4.67	4.82	4.96	5.11	5.25	5.39
Level 3	4.91	5.04	5.19	5.34	5.48	5.63
Level 4	5.15	5.30	5.46	5.62	5.76	5.92

SENIOR CLERK

Level 1	5.41	5.57	5.74	5.91	6.07	6.24
Level 2	5.68	5.84	6.01	6.18	6.34	6.50
Level 3	5.96	6.14	6.31	6.49	6.67	6.84
Level 4	6.26	6.45	6.64	6.82	7.01	7.20

BOARD SECRETARY

Level 1	5.96	6.14	6.31	6.49	6.67	6.84
Level 2	6.26	6.45	6.64	6.82	7.01	7.20
Level 3	6.57	6.77	6.97	7.17	7.36	7.56
Level 4	6.90	7.11	7.32	7.53	7.74	7.95

PRINCIPAL CLERK

Including Police Adminstrative Clerk and Police Records Supervisor

Level 1	6.57	6.77	6.97	7.17	7.36	7.56
Level 2	6.90	7.11	7.32	7.53	7.74	7.95
Level 3	7.25	7.48	7.70	7.91	8.13	8.35
Level 4	7.60	7.84	8.07	8.30	8.53	8.77

HEAD CLERK

Level 1	8.00	8.24	8.48	8.72	8.96	9.20
Level 2	8.39	8.64	8.89	9.15	9.40	9.66
Level 3	8.81	9.07	9.34	9.60	9.87	10.13
Level 4	9.24	9.52	9.79	10.07	10.34	10.62

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
minimum					maximum

LIBRARY ASST. III	4.75	4.96	5.22	5.50	5.66	5.82
LIBRARY ASST. II	5.76	6.05	6.36	6.67	6.86	7.07
LIBRARY ASST. I	7.01	7.35	7.71	8.08	8.32	8.57
LIB. ASST. DIRECTOR*	14,727					20,975
LIBRARY DIRECTOR*	18,439					26,261
BUILDING COMMISSIONER*	17,445					24,845
TOWN AIDE/VET'S AGT.*	15,708					22,372
TOWN ACCOUNTANT*	18,549					26,419
COMM. CNTR. DIRECTOR*	17,635					25.115
ASSISTANT ASSESSOR*	19,091					27,189

HIGHWAY SUPERINTENDENT*23,600						33,600
BUILDING CUSTODIAN	4.71	4.85	4.99	5.14	5.29	5.45
BLDG. MAINTENANCE MAN	5.93	6.10	6.27	6.48	6.68	6.87
CEMETERY LABORER	4.35	4.48	4.63	4.76	4.91	5.05
CEM. MAINTENANCE MAN	4.47	4.60	4.74	4.89	5.03	5.19
CEM. SUPERINTENDENT*	13,393					21,923
WATER MAINTENANCE MAN	7.11	7.31	7.89	8.38	8.63	8.89
WATER PUMP OPERATOR	7.43	7.65	8.23	8.75	9.01	9.28
WATER FOREMAN	7.77	8.02	8.58	9.14	9.41	9.69
WATER SUPERINTENDENT*	21,285					30,315
CALL FIRE FIGHTER	6.59	--	--	--	--	--
CALL FIRE LIEUTENANT	6.76	--	--	--	--	--
CALL FIRE CAPTAIN	6.87	--	--	--	--	--
CALL FIRE DEPUTY CHIEF	7.16	--	--	--	--	--
SWITCHBOARD OPERATOR*	10,130	--	--	--	--	--
FIRE CHIEF*	25,250					35,950
POLICE DISPATCHERS -						
FIRST SHIFT	5.82	6.01	6.28	6.54	6.74	6.94
SECOND SHIFT	6.31	6.50	6.78	7.03	7.24	7.46
THIRD SHIFT	6.80	6.98	7.25	7.51	7.74	7.97
POLICE OFFICER-SPECIAL	6.38	--	--	--	--	--
TRAFFIC SUPERVISOR	6.38	--	--	--	--	--

* PER ANNUM

A 10% shift differential will be paid after 6:00 p.m. for all regularly scheduled hours except for the positions of police dispatcher and board secretary.

The remainder of Article 3 was defeated.

ARTICLE 4. It was voted unanimously (unless otherwise indicated *) that the following sums be raised and appropriated for the ensuing fiscal year for the several specific purposes hereinafter designated, and that the sums be expended for such purposes under the direction of the respective Officers, Boards and Committees:

SELECTMEN		
100	Selectmen Salaries	\$ 4,900.00
* 102	Executive Secretary Salary	29,000.00
* 102a	Head Clerk Salary	12,080.00
	Total Salaries	45,980.00

101	Office Expenses	7,019.00
101a	Labor Counsel	4,000.00
145	Comprehensive Insurance	130,000.00
146	Unemployment Compensation	40,500.00
147	Medical Insurance	268,000.00
151	Town Reports	5,700.00
152	Memorial Day	1,000.00
153	Legal Ads and Licenses	1,800.00
154	Veterans' Post Contributions	900.00
158	North Middlesex Area Commission	3,640.00
159	Misc. Appointed Committee Expenses	500.00
701	Employee Retirement	241,000.00
	Total Operating Expenses	704,059.00

GRAND TOTAL 750,039.00

SELECTMEN-TOWN HOUSE

* 120	Custodian Salary	6,947.20
* 121	Town Hall Expenses	22,644.00
122	Police/Fire Station Expenses	18,785.00
	Total Operating Expenses	48,376.20

121a	Paint (Tower)-Town Hall	0
121b	Word Processor-Town Hall	3,000.00
121j	Office Copier-Town Hall	0
122b	Paint (Trim)-P/F Station	0
122c	Water Heater-P/F Station	0
122d	Repair Chimney-P/F Station	0
122e	Meeting Room Furniture-Town Hall	3,300.00
122f	Photocopier-Town Hall	3,200.00
122g	Copier Sorter-Town Hall	1,000.00
122h	Front Door-Town Hall	0
122i	Wheel Chair Ramp-Town Hall	2,000.00
122j	Police/Fire Furnace Repair	10,000.00
	Total Capital	22,500.00

GRAND TOTAL 70,876.20

ENERGY RESOURCE COMMISSION

103	Clerical Salary	0
103a	Operating Expenses	0

GRAND TOTAL 0

ACCOUNTANT

104	Accountant Salary	19,500.00
104a	Clerical Salary	5,696.00
	Total Salaries	25,196.00

105	Office Expenses	1,315.00
105a	Audit	0
	Total Operating Expenses	1,315.00
	GRAND TOTAL	26,511.00
	TREASURER/COLLECTOR	
106	Treasurer/Collector Salary	19,400.00
106a	Clerical Salaries	44,282.00
	Total Salaries	63,682.00
107	Operating Expenses	10,550.00
107a	Checkwriter	0
107e	Typewriter	0
107f	Calculator	0
	Total Capital	0
	GRAND TOTAL	74,232.00
	ASSESSORS	
108	Assessor Salaries	1,500.00
108a	Clerical Salaries	30,413.00
108b	Assistant Assessor	26,500.00
	Total Salaries	58,413.00
109	Office Expenses	6,650.00
109f	Arlington Trust Computer Service	0
109g	Appraisal Service	15,000.00
	Total Operating Expenses	21,650.00
	GRAND TOTAL	80,063.00
	TOWN AIDE/VETERANS' AGENT	
110	Aide/Agent Salary	19,800.00
110a	Clerical Salary	13,891.00
	Total Salaries	33,691.00
111	Office Expenses	2,940.00
813	Veterans' Benefits	30,000.00
	Total Operating Expenses	32,940.00
	GRAND TOTAL	66,631.00
	TOWN COUNSEL	
112	Counsel Salary	28,657.00
113	Expenses/Disbursements	5,000.00
113a	Special Counsel	2,500.00
	Total Operating Expenses	7,500.00
	GRAND TOTAL	36,157.00

	TOWN CLERK	
114	Town Clerk Salary	17,100.00
114a	Clerical Salaries	19,113.00
114b	Town Clerk Recording Fees	350.00
	Total Salaries	36,563.00
115	Operating Expenses	2,030.00
115d	Typewriter	0
	Total Capital	0
	GRAND TOTAL	38,593.00
	REGISTRATION/ELECTION	
116	Registrar Salaries	2,500.00
116a	Election Worker Salaries	7,500.00
116b	Street Listing	6,400.00
116c	Town Clerk Salary	400.00
116d	Census Workers Salaries	3,650.00
	Total Salaries	20,450.00
117	Operating Expenses	7,150.00
117b	Voting Booths	0
	GRAND TOTAL	27,600.00
	COMMUNITY CENTER	
124	Director Salary	19,288.00
124a	Clerical Salary	13,990.00
124b	Maintenance/Custodian Salaries	16,084.00
	Total Salaries	49,362.00
125	Operating Expenses	19,813.00
	GRAND TOTAL	69,175.00
125a	Transfer from Roud. Assoc. Gift	(19,813.00)
	PLANNING BOARD	
126	Clerical Salary	4,840.00
127	Office Expenses	2,450.00
127a	Engineering Fees	20,000.00
	Total Operating Expenses	22,450.00
	GRAND TOTAL	27,290.00

	CONSERVATION COMMISSION	
128	Clerical Salary	4,840.00
128a	Office Expenses	805.00
128c	Engineering Fees	6,000.00
128d	Land Acquisition Expenses	2,500.00
	Total Operating Expenses	9,305.00
	GRAND TOTAL	14,145.00
129	HOUSE NUMBERING COMMITTEE	0
	PERSONNEL BOARD	
130	Clerical Salary	992.00
130a	Office Expenses	100.00
130b	New Employee Physical Exams	200.00
	Total Operating Expenses	300.00
	GRAND TOTAL	1,292.00
	BOARD OF APPEALS	
131	Clerical Salary	1,500.00
131a	Operating Expenses	1,000.00
	GRAND TOTAL	2,500.00
	FINANCE COMMITTEE	
132	Clerical Salary	1,124.00
132a	Office Expenses	290.00
700	Reserve Fund	60,000.00
700a	Reserve Fund - Clerical Salary	0
700b	Accumulated Sick Leave Fund	10,000.00
	Total Operating Expenses	70,290.00
	GRAND TOTAL	71,414.00
	CAPITAL OUTLAY COMMITTEE	
133a	Clerical Salary	0
133b	Operating Expense	75.00
	GRAND TOTAL	75.00
	CABLE TV COMMITTEE	
135	Clerical Salary	641.00
135a	Operating Expenses	559.00
	GRAND TOTAL	1,200.00

	COUNCIL ON AGING	
136a	Clerical Salary	0
136b	Office Expenses	1,735.00
136c	General Program	900.00
136d	General Recreation	2,000.00
136e	Health and Nutrition	1,200.00
137	Homemaker Services	637.00
138	Retired Senior Volunteer Program	300.00
139	Merrimack Valley Legal Services	600.00
140	Respite Care Program	2,975.00
	Total Operating Expenses	10,347.00
	GRAND TOTAL	10,347.00
141	HAZARDOUS WASTE COMMITTEE	0
142	HOUSING AUTHORITY	0
156	INDUSTRIAL/DEVELOPMENT COMMISSION	0
	HISTORICAL COMMISSION	
157	Operating Expenses	500.00
157a	Museum Utilities	1,000.00
	Total Operating Expenses	1,500.00
	GRAND TOTAL	1,500.00
	POLICE DEPARTMENT	
200	Police Chief Salary	37,670.00
200x	Lieutenant Salary	30,400.00
200a	Sargeant Salary	115,481.00
200b	Police Officer Salaries	339,241.00
200c	Clerical Salaries	49,507.00
200d	Traffic Supervisor Salaries	19,511.00
200e	Custodian Salary	4,026.00
200f	Dispatcher Salaries	53,236.00
200g	Matron Salary	1,600.00
200h	Court Time Salaries	16,246.00
200i	Paid Detail	6,968.00
200j	Overtime	80,667.00
200k	Training	8,000.00
200l	Shift Diferential	7,958.00
200m	Incentive	1,000.00
	Total Salaries	771,511.00

201	Operating Expenses	114,344.00
201a	Psychological Testing	1,700.00
203	Cruisers	28,634.00
204a	Radar	0
204b	Street Marking Paint	2,500.00
204c	Portable Radios	0
204d	Radio System	0
204e	Cellblock Monitor	0
204f	Generator Repair	0
204g	Typewriter	0
204h	Photo Storage Units	0
204i	Remote Door Security System	0
204j	911 System Int. Fee	0
204l	Batteries and Charger	0
204m	Oxygen Demand Valves	0
204n	Riot Helmets	0
204o	Paint Police Station	0
204p	Breathalyzer	4,200.00
	Total Capital	35,334.00
	GRAND TOTAL	922,889.00
200N	Transfer from Revenue Sharing	(185,301.00)
	FIRE DEPARTMENT	
206	Fire Chief Salary	29,488.00
206c	Clerical Salary	1,879.00
206d	Switchboard Operator Salary	17,529.00
206e	Firemen/EMT Salaries	62,394.00
	Total Salaries	111,290.00
209	Operating Expenses	42,850.00
209b	Pocket Pagers	0
209j	Air Packs	3,600.00
209k	Fire Engine	0
209l	Fire Hose	0
209m	Boiler - Graniteville	0
* 209n	Miscellaneous Equipment	15,729.00
	Total Capital	19,329.00
	GRAND TOTAL	173,469.00
206a	Transfer from Anti-Recession	0
	DOG OFFICER	
210	Dog Officer Salary	17,450.00
210a	Assistant Dog Officer Salary	2,305.00
	Total Salaries	19,755.00
211	Operating Expense	5,055.00
211a	Gas Heater	0
	GRAND TOTAL	24,810.00

INSPECTION DEPARTMENT		
214	Building Inspector Salaries	23,320.00
214a	Assistant Inspector Salary	2,057.00
218	Plumbing Inspector Salary	6,000.00
220	Wiring Inspector Salary	8,656.00
222	Gas Inspector Salary	3,600.00
216	Clerical Salary	14,786.00
	Total Salaries	58,419.00
* 217	Operating Expenses	28,169.00
	GRAND TOTAL	86,588.00
TREE DEPARTMENT		
225	Tree Warden Salary	100.00
226	General Expenses	10,000.00
227	New Trees & Pruning	4,970.00
* 228	Dutch Elm Control	2,800.00
* 229	Pest Control	2,000.00
	Total Operating Expenses	19,770.00
	GRAND TOTAL	19,870.00
230	CIVIL DEFENSE	1,100.00
SEALER OF WEIGHTS AND MEASURES		
232a	Sealer Salary	550.00
232b	Operating Expenses	103.00
	GRAND TOTAL	653.00
HEALTH DEPARTMENT		
300	Board of Health Salaries	1,250.00
300a	Clerical Salaries	7,658.00
304	Animal Inspector Salary	450.00
305	Stable Inspector Salary	350.00
306	Dead Animal Removal Agent Salary	1,250.00
309	Pump and Well Inspector Salary	3,000.00
	Total Salaries	13,958.00
301	Office Expenses	1,885.00
302	SHARE, Inc.	9,701.00
303	Nashoba Board of Health	34,494.00
307	Contagious Disease	250.00
308	Lowell Nursing Service	5,000.00
	Total Operating Expenses	51,330.00
310	Typewriter	0
	GRAND TOTAL	65,288.00

	HIGHWAY DEPARTMENT	
400	Street Lights	54,264.00
400a	Traffic Control Signal Electricity	1,400.00
401	Snow and Ice Removal	265,297.00
402	Town Roads	144,205.00
403	Drainage	20,683.00
404	Street Signs	2,080.00
405	Sidewalks	1,200.00
406	Parks	30,176.00
407	Machinery and Equipment	58,268.00
408	Materials	72,000.00
410	Sanitary Landfill	61,903.00
	Total Salary/Operating Expense	711,476.00
408a	Trucks	0
408b	Sand/Salt Spreader	0
408c	Snow Plow	0
408d	Mobile Radio	0
408e	Exhaust Fan	0
408f	Compactor Repair	0
408g	Dump Truck	0
408h	Loader	0
408i	Compactor Repair	20,000.00
408k	Leaf Loader	3,000.00
408l	Typewriter	850.00
	Total Capital	23,850.00
	GRAND TOTAL	735,326.00
	WATER DEPARTMENT	
* 500	Superintendent Salary	30,600.00
500a	Commissioner Salaries	1,200.00
500b	Worker Salaries	74,593.00
500c	Clerical Salaries	31,749.00
500d	Overtime	14,796.00
	Total Salaries	152,938.00
501	Office Expenses	92,871.00
501a	Maintenance Expense	18,500.00
501b	Pipes and Supplies	60,000.00
	Total Operating Expenses	171,371.00
503a	Power Mole	0
503b	Typewriter	0
503c	Truck	0
503d	Pickup Truck	3,500.00
503e	Van	12,000.00
503f	Base Radio ^{cc}	2,500.00
	Total Capital	18,000.00
^{cc} = Joint use with Highway		
	GRAND TOTAL	342,309.00

	CEMETERY DEPARTMENT	
550	Superintendent Salary	16,818.00
550a	Maintenance/Laborer Salaries	5,993.00
552	Commissioner Salaries	600.00
	Total Salaries	23,411.00
553	Office Expenses	5,200.00
553a	Backhoe Service	3,100.00
553c	Other Expenses	2,265.00
	Total Operating Expenses	10,565.00
553b	Truck Repair	1,000.00
553d	Air Compressor	0
553e	Water System (Fairview)	0
553f	Fence	0
553g	Mower/Tractor	0
553h	Push Mower	0
553i	1 1/2 Ton Truck	0
553j	Fireproof File	0
553k	Maintenance Building	20,376.00
553l	Point Walls	3,500.00
553m	Tree Maintenance	2,150.00
	Total Capital	27,026.00
	GRAND TOTAL	61,002.00
551	Transfer from Trust Fund Income	0
551a	Transfer from Sale of Lots	0
* 600	SCHOOL DEPARTMENT	7,706,125.00

At this time, the Moderator asked for a show of thanks to Mr. Edward Pioli, for cover designs for the Town Reports.

630	NASHOBA VALLEY TECHNICAL H.S.	387,201.00
	LIBRARY	
650	Director Salary	23,821.00
650a	Assistant Director Salary	19,517.00
* 650e	Librarian Salaries	34,003.00
* 650b	Library Assistant Salaries	63,146.00
650c	Clerical Salary	10,630.00
650d	Custodian Salary	6,840.00
	Total Salaries	157,957.00
651	Operating Expense	62,767.00

652h	Replace Furnace	0
652i	Automation - Phase 1	0
652j	Automotion - Phase 2	47,378.00
652k	Feasibility Study	12,000.00
652l	Repair Front Door	2,300.00
	Total Capital	61,678.00

GRAND TOTAL 282,402.00

653	Transfer from Dog Fund	0
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RECREATION COMMISSION

750	Town Beaches	18,480.00
751	Summer Parks	5,831.00
752	Baseball	11,965.00
754	Football	4,415.00
755	Basketball	3,314.00
756a	Service Account	4,386.00
756b	Track	750.00
756c	Wrestling	240.00
756d	Gymnastics	0
756e	Summer Basketball	0
758	Maintenance	7,790.00
759	Administration	1,485.00
	Total Salary/Operating Expenses	58,656.00

757b	Scoreboard (Abbot)	0
757d	Playground Equipment	1,500.00
757g	Basketball Lighting (Nabnasset)	0
757s	Soccer Field	0
757t	Fencing	3,000.00
757u	Building Repair	1,500.00
	Total Capital	6,000.00

GRAND TOTAL 64,656.00

ARTICLE 5. It was voted that the Treasurer, with the approval of the Selectmen, be and hereby is authorized to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 1984, in accordance with the provisions of General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.
(Finance Committee Approved)

ARTICLE 7. It was voted that the Town accept as and for Town Ways, Vine Brook Road; Nonset Lane; Nagog Lane; Assabet Road; Bear Hill Terrace; Rail Tree Terrace; and Royce Lane all laid out by the Selectmen as shown by their reports and plans duly filed with the Town Clerk.
(Finance Committee Approved)

ARTICLE 8. It was voted unanimously that the Town accept as and for a Town Way a portion of Knoll Road from Grove Street to Edwards Avenue as laid out by the Selectmen as shown by their report and plan duly filed with the Town Clerk; said way to be known as Knoll Road;

That the sum of \$11,500.00 be raised and appropriated for the original construction of said way;

That betterments to the extent of seventy-five percent (75%) of the cost of said construction be assessed against the owners of abutting estates; and to meet said appropriation, that the Treasurer, with the approval of the Selectmen, be and hereby is, authorized and directed to borrow, at one time or from time to time, the sum of \$11,500.00 and to issue and sell, as one issue or from time to time as two or more separate issues, serial bonds or notes of the Town aggregating \$11,500.00 in principal amount; and that each issue of said bonds or notes shall be issued and sold in accordance with the applicable provisions of Chapter 44 of the General Laws, shall be in such form, shall bear such dates, shall mature at such times and shall bear such rates of interest as the Treasurer, with the approval of the Selectmen, shall determine, but each issue of said bonds or notes shall be a separate loan, which shall be paid in not more than ten (10) years from the date thereof. (Finance Committee Approved)

ARTICLE 9. It was voted unanimously that the Town accept as and for a Town Way a portion of Grove Street from Knoll Road to Oak Hill Road as laid out by the Selectmen as shown by their report and plan duly filed with the Town Clerk; said way to be known as Grove Street;

That the sum of \$28,500.00 be raised and appropriated for the original construction of said way;

That betterments to the extent of seventy-five percent (75%) of the cost of said construction be assessed against the owners of abutting estates; and to meet said appropriation, that the Treasurer, with the approval of the Selectmen, be and hereby is, authorized and directed to borrow, at one time or from time to time, the sum of \$28,500.00 and to issue and sell, as one issue or from time to time as two or more separate issues, serial bonds or notes of the Town aggregating \$28,500.00 in principal amount; and that each issue of said bonds or notes shall be issued and sold in accordance with the applicable provisions of Chapter 44 of the General Laws, shall be in such form, shall bear such dates, shall mature at such times and shall bear such rates of interest as the Treasurer, with the approval of the Selectmen, shall determine, but each issue of said bonds or notes shall be a separate loan, which shall be paid in not more than ten (10) years from the date thereof. (Finance Committee Approved)

ARTICLE 10. It was voted unanimously that the sum of \$48,341.00 be appropriated from the proceeds available or to be available from the Commonwealth under Chapter 289 of the Acts of 1983, for the construction and/or improvement of Groton Road, as requested by the Selectmen. (Finance Committee Approved)

ARTICLE 11. It was voted unanimously to dismiss this Article.

ARTICLE 12. It was voted 121 For and 57 Against that Section 1.5.2 of the Zoning By-Law of the Town be amended by adding a new definition as follows:

"AMUSEMENT PARK - A commercially operated park having various devices or stands for entertainment and, usually, stands for the sale of food and drink."
(Planning Board Approved)

ARTICLE 13. It was voted unanimously that Section 5.4.7.2 of the Zoning By-Law of the Town be amended by adding a new sub-section (i) as follows:

"Where a building contains more than one business or store, or where a building is a commercial multi-tenant structure the Board of Selectmen may permit one single, free-standing pole sign for such building or multi-tenant structure, and the provisions of sub-section (e) above shall not be available. Such sign shall not exceed an area of (1/2) the maximum area of the wall sign, individual letter sign, or roof sign permitted for the applicant's building under sub-section (a) of this section nor fifteen (15) feet in overall height if, in the discretion of the Board of Selectmen, usual circumstances such as landscaping, land contours, building setback or building design preclude effective use of otherwise permitted signs. In addition to the foregoing sign, and in the discretion of the Board of Selectmen, there may be one directory of the occupants or tenants of the building integrated into and attached to the permitted free-standing pole sign not to exceed an area determined on the basis of two (2) square feet for each occupant or tenant of the building. The directory shall not cause the free-standing pole sign to exceed fifteen (15) feet in overall height."
(Planning Board Approved)

ARTICLE 14. It was voted unanimously that Section 5.4.7.2 of the Zoning By-Law of the Town be amended by adding a new sub-section (j) as follows:

"Free standing pole signs permitted under Section 5.4.7.2 of this By-Law shall be set back at least 20 feet extending back from the front lot line and at least 20 feet extending inward from the side lot lines."
(Planning Board Approved)

ARTICLE 15. It was voted unanimously that Section 5.4.7.3 of the Zoning By-Law of the Town be amended by adding a new sub-section (c) as follows:

"Free standing pole signs permitted under Section 5.4.7.3 of this By-Law shall be set back at least 30 feet extending back from the front lot line and at least 35 feet extending inward from the side lot lines."
(Planning Board Approved)

ARTICLE 16. It was voted to dismiss this Article.

ARTICLE 17. It was voted that various sections of the Zoning By-Law of the Town be amended as follows:

Item 1. 1.5.2 DEFINITIONS - Revise the following or insert;

A. OPEN SPACE - ADD THE SENTENCE: "Includes existing natural vegetation or newly planted grass and trees in reasonable combination."

B. PARKING SPACE - Delete this definition (Covered in Section 5.5.3.1).

Item 2. 3.3 TABLE OF USE REGULATIONS - Insert the following after Retail and Service Commercial:

"RESEARCH/OFFICE PARK - Permitted in CH, IH, IA, IB

No building, structure or part thereof shall be constructed, altered, or used except for one or more of the following purposes:

(1) General and technical office, non-medical.

(2) Research laboratory: a laboratory engaged in research, experimental and testing activities, including but not limited to the fields of biology, chemistry, electronics, engineering, geology, medicine, and physics; provided that no Recombinant DNA research or technology is involved.

(3) Light manufacturing (occupying only 30% of the building area): fabrication, assembly, processing, or packaging operations employing only electric or other substantially noiseless and inoffensive motor power. Includes production of finished goods but not processing of raw materials. All power and processes shall be free of disturbing agents such as odors, gas, fumes, smoke, cinders, heat, vibration, excessively bright lights, and electromagnetic radiation.

(4) Accessory uses including private parking garages, indoor display and sales, indoor storage of materials and products, cafeteria, limited production in conjunction with research laboratory use, warehousing, and other such accessory purposes as are proper and usual with the preceding uses and are not injurious."

Item 3. 4.2 TABLE OF DIMENSIONAL REGULATIONS:

A. ELIMINATE Note b and c - SUBSTITUTE; "Corner lots shall be considered to have two front yards and two side yards, each of which shall comply with the requirements of the front yard provisions, each of which shall comply with the dimensional requirements of the yard for whatever district the lot is located in.

- B. CHANGE - Minimum front yard on RA shall be 50 feet.
- C. CHANGE - Minimum open space (% of lot area) Districts B, CH, IA, IB, IH shall be 30% with a maximum of 10% wetlands.
- D. Add the following note "c" under RM, RA, RB:
For new residential lots, at least 75% of the required minimum lot area shall be dry land; that is, not in the Wetland Zone or the Flood Plain Zone, whose boundaries are described in Sections 3.4.2 and 3.6.2."

Item 4. 5.1.3 MINIMUM DIMENSIONAL REQUIREMENTS

Revise the second paragraph under this Section to read as follows:

"Density of the total number of building lots or dwelling units shall not exceed the total number of acres of the tract, minus 75% of the acreage of lands within the tract in the Wetlands Zone or the Flood Plain Zone (see 3.4.2 and 3.6.2), divided by 1.2."

Item 5. 5.5 OFF-STREET PARKING AND LOADING REGULATIONS

Delete Section 5.5.2 and insert the following new Section 5.5.2
Table of Off-street Parking and Loading Regulations:

"USE	MINIMUM NUMBER OF OFF-STREET PARKING SPACES PER UNIT*

PARKING SPACES	
Dwelling, including one-family and multi-family	Two per dwelling unit
Retail Establishment	One per 200 sq. ft. of gross floor area
Restaurant	One for each 3 seats
Business or personal service establishment, including but not limited to barber or beauty shop, bank, real estate, insurance, medical clinic, and professional office.	One per 200 sq. ft. of gross floor area
General Office Building	One per 300 sq. ft. of gross floor area
Research/office park facility	One per 300 sq. ft. of gross floor area

Hotel, Motel	1.3 per sleeping unit
Manufacturing facility	One per 600 sq. ft. of gross floor area
Hospital	Two per bed
Nursing or convalescent home	Three per four beds
Mixed Uses	Sum of various uses computed separately
Any use permitted by this Zoning By-Law not interpreted to be covered by this schedule.	Closest similar use shall be interpreted by the Builing Inspector.

*Each fraction over one-half require an additional space."

Delete Section 5.5.3 and insert the following new Section 5.5.3
PARKING AND LOADING SPACE STANDARDS:

"5.5.3.1 Parking Space Size - each parking space shall measure at least 9 feet in width and 18 feet in length.

5.5.3.2 Allowance for compact cars - on all properties containing General office buildings, Research/office park facilities, or manufacturing facilities, and which contain at least 40,000 sq. ft. of gross floor area in the building(s), 30% of the required parking may be in stalls for compact cars, provided area for these stalls is designated by signs and other markings, and each parking space shall measure at least 8 feet in width and 16 feet in length.

5.5.3.3 Loading Spaces - Adequate off-street loading facilities and space with unimpeded access shall be provided for all new construction and for all builing additions greater than 3,000 gsf.

5.5.3.4 Handicapped Parking - parking spaces for the exclusive use of handicapped individuals shall be provided in accordance with the most recent rules and regulations of the Architectural Barriers Board, specifically Section 7 thereof.

5.5.3.5 Lighting - All Parking areas which are proposed to be illuminated shall provide an illumination level of at least one foot candle. All illumination shall be shielded so as not to shine directly onto a public or private way or onto any property in a residential district.

5.5.3.6 Landscaping - The area shall be effectively screened on each side which adjoins or faces the side or rear lot line of a lot situated in any "R" District consisting of a solid fence or wall not less than 3 feet or more than 6 feet in height at the time of occupancy of such lot. Plantings shall thereafter be maintained by the owner and/or occupant so as to maintain a dense screen year round. At least 50% of the plantings shall consist of evergreens and they shall be evenly spaced along the length of the buffer strip. No plantings shall be required until such time as the adjacent land contains any building in which people live or work within 500 feet of the commercially or industrially zoned district line.

All Parking and loading areas containing over five spaces, including automobile and drive-in establishments of all types, shall be either contained within structures, or subject to the following:

5.5.3.7 The area and access driveways thereto shall be surfaced with bituminous or cement concrete material and shall be graded and drained so as to dispose of all surface water accumulation away from adjacent public ways.

5.5.3.8 There shall not be any storage of materials or equipment or display of merchandise within required parking area except as part of approved building operations.

5.5.3.9 Parking shall not be located nearer than 15 feet from any lot line. Curbed planting strips uniformly 25 feet in width shall be provided at the front lot line except for entrances and exits.

5.5.3.10 Parking and loading spaces shall be so arranged so as not to require backing of automobiles onto any street.

5.5.3.11 Curbed planting strips will be provided in all parking areas with a gross area of two (2) or more acres. Planting strips will be a minimum of ten feet wide and spaced between every third double bay parking aisle or two hundred feet, whichever is greater.

5.5.3.12 Landscaping of planting strips shall consist of one shade tree at least ten feet in height and at least two inches in diameter, measured at a point six inches above finished grade. There shall be at least one tree for each hundred square feet of required landscaped area."
(Planning Board Approved)

ARTICLE 18. It failed for the lack of a majority that the Town amend its Zoning By-Law and By-Law map by re-zoning from a Residential District to and Industrial Highway District three (3) certain parcels of land located on Carlisle Road, as more fully described in the Article.

ARTICLE 19. It was voted unanimously to dismiss this Article.

It was voted unanimously to adjourn the Annual Town Meeting at 5:15 p.m. until Tuesday, May 8, 1984 at the Abbot Middle School at 7:30 p.m.

A True Record: ATTEST

Elaine V. McKenna
Town Clerk

SPECIAL TOWN MEETING - MAY 5, 1984

At a legal meeting of the inhabitants of the Town of Westford qualified by law to vote in Town affairs, held at Abbot Middle School on Saturday, May 5, 1984, called to commence at 10:00 a.m., the following business was transacted:

Election Officers, using voting lists, acted as tellers at the doors. The attendance was 184.

William Kavanagh, Town Moderator, called the meeting to order at 2:00 p.m.

ARTICLE 1. It was voted unanimously that the Town accept a gift of money and various gifts of personal property made to the Town by the Roudenbush Community Center Associates, Inc.

Cash	\$19,813.00
1 Gestetner 460S Mimeograph	\$300.00
1 Jacobsen Snow Thrower	275.00
1 Lectern	306.00
1 Corkboard	60.00
Total value of items	\$941.00

At this time, the Moderator asked for a show of thanks to the Roudenbush Community Center Associates.

ARTICLE 2. It was voted that the sums hereinafter specified be transferred from the unencumbered and unexpended balances of the following accounts, together totalling \$109,692.00, for payment of a first installment to become due in payment of a judgment rendered against the Town in the case of Franklin Prescott v. The Town of Westford, Middlesex Superior Court Docket No. 81-2318; and for related expenses in connection therewith:

AMOUNT	ACCOUNT
(a) \$12,146.42	134 Taxable Prop. Appraisals
(b) 5,150.00	115C Town Clerk - Microfilm
(c) 4,334.90	351 San. Landfill Development
(d) 71,547.25	Reserve Fund Overlay Surplus
(e) 16,513.43	147 Medical Insurance (Ch. 32B)

(Finance Committee Approved)

ARTICLE 3. It was voted to dismiss this Article.

ARTICLE 4. It was voted that the sum of \$13,000.00 be raised and appropriated for a comprehensive study of an recommendations regarding the Personnel By-Law, the Classification and Wage Plan contained therein, and the Town's personnel management policies and procedures; and consultant services for the purpose aforesaid shall not be contracted without the approval of the Board of Selectmen and the Personnel Board. (Finance Committee Approved)

ARTICLE 5. It was voted that the sum of \$2,400.00 be transferred from the unencumbered and unexpended balance of Account No. 146, Unemployment Compensation, to Account No. 122, Police/Fire Station Expenses.

(Finance Committee Approved)

ARTICLE 6. It was voted that the unborrowed balance of debt authorized by vote under Article 10 of the Warrant for the Special Town Meeting held on September 21, 1982, be and hereby is rescinded. (Finance Committee Approved)

It was voted to adjourn the Special Town Meeting at 2:10 p.m.

A True Record: ATTEST

Elaine V. McKenna
Town Clerk

ADJOURNED ANNUAL TOWN MEETING - MAY 8, 1984

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at Abbot Middle School, on Tuesday, May 8, 1984, called to commence at 7:30 p.m., the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. The attendance was 195.

William Kavanagh, Town Moderator, called the meeting to order at 7:30 p.m.

ARTICLE 20. It failed for the lack of a majority that Sections 1, 2 and 11 of Article I of the Town of Westford By-Laws be amended by striking said Sections and replacing them with new sections as follows:

"Section 1. The Annual Meeting for the election of Town Officers shall be held on the fourth Tuesday of April in each year. The polls shall open at 7:00 o'clock A.M. and shall remain open until 8:00 o'clock P.M.;

"Section 2. All business of the Annual Town Meeting, except the election of such officers and determination of such matters as by law or vote of the Town are required to be elected or determined by ballot, shall be considered at said meeting on the Monday following called at 7:30 o'clock P.M., and subsequent sessions of said meeting, if necessary for the completion of business, shall be called on the following Wednesday and Monday evenings at 7:30 o'clock P.M., and shall be called on subsequent Wednesday and Monday evenings until all business is completed. Sessions will adjourn at 10:00 o'clock P.M. or after action on the article then under discussion;

"Section 11. The Selectmen shall not be required to accept any article for inclusion in the warrant for the Annual Meeting unless received by them on or before the first Tuesday of March."

ARTICLE 21. It was voted unanimously that the Board of Selectmen or the Conservation Commission be and they hereby are authorized to accept a gift of vacant land from Drew Farms, Inc., situated southeasterly but not adjacent to Court Road, said land being shown as Parcel B on a plan of land prepared for Drew Farms, Inc., by McGlinchey Associates, Inc., and dated February 28, 1984, a copy of which plan is on file with the Conservation Commission; said land containing 20.68 acres, more or less, to be managed and controlled by the Conservation Commission for the promotion and development of the natural resources and for the protection of water shed resources of the town as authorized by Section 8C of Chapter 40 of the General Laws.

ARTICLE 22. It was voted that in the event of affirmative action on the preceding article, that the Board of Selectmen be and they hereby are authorized to sell and convey to Drew Farms, Inc., a certain parcel of land situated southeasterly but not adjacent to Court Road being shown as Parcel D on a plan of land prepared by McGlinchey Associates, Inc., and dated February 28, 1984, and containing eight thousand two hundred forty three (8,243) square feet, more or less, reserving to the Town of Westford the right to pass and repass, by foot, over a fifteen foot strip on the southwesterly side of said parcel beginning at the westerly corner and running in a southeasterly direction along the southwesterly sideline a distance of one hundred (100) feet, said access easement to be duly managed and controlled by the Conservation Commission for the promotion and development of the natural resources and for the protection of the watershed resources of the Town as authorized by Section 8C of Chapter 40 of the General Laws; to determine the minimum amount to be paid for such conveyance; and to authorize the Selectmen to execute, acknowledge, and deliver, in the name of and on behalf of the Town, a deed of said premises upon such terms, conditions and restrictions as the Selectmen, in their discretions, shall determine to be in the best interest of the Town.

(Finance Committee Approved)

(Selectmen Approved)

ARTICLE 23. It was voted unanimously that the sum of Twenty Thousand (\$20,000.00) Dollars be raised and appropriated and deposited in the Conservation Fund, established under G. L. Chapter 40, Section 8C, with the proviso and condition that it be expended only as the Town's contribution toward the acquisition of an Agricultural Preservation Restriction on approximately sixty-five (65) acres of land of Vinson C. Reid, situated on both sides of Tadmuck Road, all in accordance with the provisions of Chapter 132A, Chapter 184 and any other applicable provisions of the General Laws as the same now are or may hereafter be amended; and that the Conservation Commission be and hereby is authorized to take any action and do all things required to effectuate this vote.

ARTICLE 24. It was voted unanimously that the sum of \$12,000.00 be raised and appropriated as the local share of a Clean Lakes and Great Ponds Program as established by Chapter 620A of the Acts of 1981; and to authorize the Board of Selectmen to apply for, receive and expend without further appropriation funds from the Commonwealth for said purpose.

(Finance Committee Approved)

ARTICLE 25. It was voted unanimously that the Board of Selectmen be and they hereby are authorized to enter into one or more intermunicipal agreements with the Town of Littleton concerning watershed management and in-lake restoration techniques within Forge Pond.

ARTICLE 26. It was voted unanimously that the sum of \$5,000.00 be raised and appropriated for consultant services for the completion of a study of a portion of Groton Road/Route 40.

(Finance Committee Approved)

ARTICLE 27. It failed for the lack of a majority that the Town hereby accepts the provisions of Section 53E of Chapter 44 of the General Laws; which section, in substance, provides that the Town when making appropriations for the annual ordinary operating costs of any agency, board, department, or office of the Town, that such costs may be offset, in part or in the aggregate, by the estimated receipts from the fees charged to users of the services provided by such agency, board, department or office.

ARTICLE 28. It was voted that the Board of Selectmen be and they hereby are authorized to install street lights on the following numbered poles:

Pole #	53 Lake Shore Drive South;
Pole #	28 Stony Brook Road

ARTICLE 29. It was voted 119 For and 35 against that the Town hereby accepts the provisions of Section 4G of Chapter 40 of the General Laws; which Section, in substance, provides that no contract for the purchase of equipment, supplies or materials amounting to four thousand dollars or more, except in special emergency, shall be awarded unless bid proposals have been solicited and opened in public.

(Finance Committee Approved)

ARTICLE 30. It was voted unanimously that the Board of Selectmen be and they hereby are authorized to increase the number of members appointed to the Roudenbush Community Center Committee from seven (7) to nine (9).

ARTICLE 31. It was voted unanimously that the sum of \$5,000.00 be raised and appropriated for a follow-up hydrogeologic survey of Town wellfields.

(Finance Committee Approved)

ARTICLE 32. It was voted unanimously that the sum of \$10,000.00 be raised and appropriated for consultant services for the study of solid waste transfer options and recommendations.

(Finance Committee Approved)

ARTICLE 33. It was voted that the Town hereby accepts the provisions of Section 26G of Chapter 148 of the General Laws; which section, in substance, provides that automatic sprinkler systems will be required in buildings and additions of more than seven thousand five hundred gross square feet in floor area.

ARTICLE 34. It was voted that the Town will appoint a Town Management and Government Review Committee by majority vote of the Finance Committee, Board of Selectmen, and Town Moderator. The function and duty of the committee shall be to evaluate the current management practices of the various Town departments, boards, committees, and commissions and determine what structural changes in either operations of government (including the form of government) would better serve the Town. The committee is to report its findings and recommendation to the Town prior to the first Tuesday in March 1985.

(Finance Committee Approved)

ARTICLE 35. It was voted that the Treasurer, with the approval of the Selectmen, be and hereby is authorized to make a temporary loan in anticipation of funds to be received from a Federal and/or State grant in connection with the improvement of the water system along Littleton Road, Route 110; and, for that purpose, to borrow the sum of \$50,000.00, and to issue and sell as one issue or from time to time as two or more separate issues serial bonds or notes of the Town aggregating \$50,000.00 in principal amount, all in accordance with the applicable provisions of Chapter 44 of the General Laws; but each issue shall be paid in not more than one year from the date thereof; the proceeds of any such State or Federal grant to be applied upon their receipt to the payment of said bonds or notes without further appropriation.

(Finance Committee Approved)

ARTICLE 36. It was voted that the Board of Water Commissioners be and they hereby are authorized to accept gifts and to apply for and accept any Federal or State grants for upgrading the water system.

(Finance Committee Approved)

ARTICLE 37. It was voted unanimously that the sum of \$84,000.00 be raised and appropriated for payment of the second installment to become due in payment of a judgement rendered against the Town in the case of Franklin Prescott v. The Town of Westford, Middlesex Superior Court Docket No. 81-2318; and for related expenses in connection therewith.

(Finance Committee Approved)

ARTICLE 38. This Article was Withdrawn.

ARTICLE 39. It was voted to dismiss this Article.

(Finance Committee Approved)

ARTICLE 6. It failed for the lack of a majority that the sum of \$100,000.00 be raised and appropriated to be deposited in and become part of the Stabilization Fund created under authority of Section 5B of Chapter 40 of the General Laws.

(Finance Committee Approved)

SPECIAL TOWN MEETING - OCTOBER 2, 1984
(Adjourned from 9-20-84 for lack of quorum)

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at Westford Academy on Tuesday, October 2, 1984, called to commence at 7:30 p.m., the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. The attendance was 303. (A quorum of 161 was needed).

William Kavanagh, Town Moderator called the meeting to order at 7:45 p.m.

ARTICLE 1. It was voted that the Town amend the Consolidated Classification Plan, Compensation Plan, and Personnel By-Laws of the Town as follows:

(1) By inserting the following new category to Section 3. The Classification and Wage Plan, as follows:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Min.					Max.

Library Page \$3.35

(2) By striking, in its entirety, paragraph (b) of Section 1, and inserting in place thereof the following new paragraph:

"(b) Forthwith annually,, the Board shall meet and organize by electing a Chairman and a Secretary. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the quorum and/or Board shall determine the action the Board must take on all matters upon which it is authorized or required to pass under the By-Law. The Personnel Board may employ assistance and incur expenses as it deems necessary subject to appropriation of funds thereof."

(3) by striking, in its entirety, paragraph (k) of Section 2, and inserting in place thereof the following new paragraph:

"(k) Equal Oppurtunity Employment - It is the policy of the Town of Westford to recruit, train, and promote for all job classifications without regard to race, creed, color, religion, national origin, handicap, sex, age, or military

status. All employment and promotion decisions are based solely on valid requirements so as to be in accordance with, and to further the principle of equal opportunity. All other personnel actions such as compensation, transfers, layoffs, return from layoff, training, education, social and recreational programs will be administered without regard to race, creed, color, religion, national origin, handicap, sex, age, or military status.

"It is the policy of the Town of Westford that all employees should be able to enjoy a work environment free from all forms of discrimination, harassment and offensiveness, including sexual harassment and offensiveness.

"Sexual harassment is a violation of the Town of Westford's policies as well as a violation of Section 703 of Title VII of the Civil Rights Act and includes, but is not limited to, the following action with respect to applicants, employees, customers, or vendors:

"Making unwelcome verbal comments, gestures or actions of a sexual nature; requests for sexual favors, or taking any retaliatory action as a result of an employee reporting an incident of sexual harassment."

(4) By inserting the new paragraph in Section 2:

"(1) Supervisors will complete a Town of Westford Employee Performance Evaluation on the form approved by the Personnel Board at least annually on each employee at or reasonably near the anniversary date of employment. (Evaluations can be made semi-annually if deemed appropriate by the supervisor). Written comments shall be included for each factor. Evaluations will be sent to the Personnel Board for review and then maintained in the employee's file in the Town Hall by the Personnel Board Secretary. The Evaluation shall be discussed with the employee prior to submission to the Personnel Board. The employee's signature on the Evaluation indicates that the discussion has occurred and not that the employee necessarily agrees with the Evaluation. Requests for a step increase may be recommended annually by the supervisor if merited by the employee's performance."

(5) By striking, in its entirety, paragraph (g) of Section 4, and inserting in place thereof the following new paragraph:

"(g) Holiday Pay: Permanent part-time and full-time Town employees shall be paid one day at regular straight-time pay for all designated holidays listed below. Permanent part-time employees will be paid on a pro-rated basis. When these employees are scheduled to work or are called to work on a designated holiday, they shall receive time and one-half for the hours worked in addition to the holiday pay."

(6) By striking, in its entirety, paragraph (h) of Section 4, and inserting in place thereof the following new paragraph:

"(h) In order to qualify for holiday credit, a permanent part-time or full-time Town employee shall have worked on the Town's last regularly scheduled work day prior to, and the Town's next regularly scheduled work day following, such holiday."

(7) By striking, in its entirety, sub-paragraph (c) of Paragraph B of Section 4, and inserting in place thereof the following new sub-paragraph:

"(c) Death Benefit: Death benefit leave shall be made to permanent full-time and part-time employees for up to three work days for a death of a member of the immediate family, defined as Parent, Spouse, Child, Sister, Brother, Mother-in-law, Father-in-law, and Grandparents and will not be deducted as sick leave."

(8) By striking, in its entirety, the paragraph entitled "Step 2" in paragraph (b) of Section 5, and inserting in place thereof the following new sub-paragraph:

"Step 2. If the grievance is not settled at Step 1, the employee shall within five (5) working days present his/her grievance in writing to his/her supervisor who shall forward it to the Department Head who shall hold a hearing within five (5) working days if required. At this hearing there shall be present the employee and one representative if he/she requests it, his/her supervisor, the Department Head, and the majority of the members of the Personnel Relations Review Board. The final decision on the grievance shall be made by the Personnel Relations Review Board."

(9) By striking, in its entirety, the definition of the word "Holiday" in Section 5a, and inserting in place thereof the following new definition:

"HOLIDAY: Sunday and all days on which legal holidays are observed provided that the phrase "holiday" shall not include Sunday for the purpose of holiday pay".

(10) By striking, in their entirety, paragraphs A, (b), (c), (d), (e) and (f) of Section 4 (entitled "Fringe Benefits"), and inserting in place thereof the following new Sections:

"A. VACATION

1. POLICY

1.1 It is the policy of the Town of Westford to provide permanent employees with paid vacation in recognition of their service with the Town.

2. DEFINITIONS

2.1 Month of Service - A period starting on the anniversary of the employees hire or rehire date (whichever is later) and ending on the same date of the following month is a "month of service" for vacation purposes.

2.2 Employee - A permanent full-time or part-time person employed by the Town unless otherwise stipulated in this policy.

3. ELIGIBILITY

3.1 All permanent employees earn paid vacation time based on their length of service with the Town.

3.2 Temporary employees do not earn vacation, but may be granted a leave without pay at the discretion of their Department Head.

3.3 Temporary employees who become permanent employees with continuous and uninterrupted service will use their original date of hire for vacation purposes.

3.4 All permanent part-time employees earn paid vacation time on a pro-rated basis based on their length of service and their regularly scheduled hours of work per week.

4. VACATION SCHEDULE

4.1

Yrs. of Service	Completed Months of Service	Vacation Days Earned Per Month	Max. Vac. Days/Year	Max. Vac. Days Which Can Be Carried Over
0 - 5	1-60 (¹)	.83	10	20
6 - 11	61-132 (²)	1.25	15	20
12-over	133 and up	1.68	20	20

(¹) After completing 60 months of service (5 years), employees immediately receive an extra 5 days vacation and begin earning vacation at a new rate per month (1.25 days).

(²) After completing 132 months of service (11 years), employees immediately receive an extra 5 days vacation and begin earning vacation at a new rate per month (1.68 days).

5. VACATION PAY ADMINISTRATION

5.1 Permanent employees may take earned vacation at any time during the year by scheduling it with the advance approval of their Department Head.

5.2 Employees may not take vacation in advance of earning it.

5.3 Up to 20 days of vacation days may be carried over to the following year.

5.4 At the discretion of the Department Head, employees shall give at least four (4) weeks' notice of desired vacation to their Department Head.

5.5 New Employees may take earned vacation after they have completed three (3) months of continuous service.

5.6 Vacation time off may be taken in full-day and half-day increments.

5.7 Department Heads shall identify all vacation pay on the payroll in which the vacation is taken.

5.8 The rate of pay for vacation shall be the employee's total wages excluding sick pay and overtime pay for the preceding year, or portion thereof, divided by the actual number of weeks worked.

6. HOLIDAYS

6.1 If a Town-paid holiday occurs during an employee's paid vacation, or is legally observed on a day of the employee's regularly scheduled work week, that day will be charged as a paid holiday and will not be counted as a vacation day.

7. TERMINATIONS

7.1 If an employee terminates employment, the employee received earned vacation provided he/she has completed three (3) months of service since the date of hire.

7.2 The employee is entitled to time off with pay or may be paid for the vacation in accordance with Section 5.8 of this policy.

8. LEAVE OF ABSENCE

8.1 Employees on a medical leave of absence and sick leave continue to earn vacation during the first four (4) weeks of the leave. After four (4) weeks of continuous absence, employees on a medical leave of absence and sick leave do not earn additional vacation.

8.2 Employees on personal leave of absence do not earn vacation during the leave."

(11) By renumbering the present paragraphs (g) and (h) of said Section 4, Section 8 and Section 9, respectively.

(12) By renumbering in said Section 4 the paragraph which described the designated holidays as Section 9.1.

(13) By renumbering paragraphs (i) and (j) of said Section 4, Section 10 and Section 11, respectively.

It was voted to take up Article 12.

ARTICLE 12. It was voted 262 to 1 (2/3 vote needed)
That the care, custody, management and control of the former
Nabnasset School be transferred from the School Committee to
the Roudenbush Community Center Committee.

(Selectmen Approved)

(School Committee Approved)

ARTICLE 2. It was voted that the sum of Forty Six
Thousand Five Hundred (\$46,500.00) dollars be appropriated
from unappropriated available funds in the Treasury for the
design of a solid waste transfer station.

(Finance Committee Approved)

ARTICLE 3. It was voted unanimously that the sum of One
Thousand Five Hundred (\$1,500.00) dollars be appropriated
from unappropriated available funds in the Treasury, said sum
to be in addition to line item number 651, Library Operating
Expense, for the purpose of repairing and improving the
Library's drainage system and alleviate flooding.

(Finance Committee Approved)

ARTICLE 4. It was voted that this Article be dismissed.

ARTICLE 5. It was voted unanimously that the sums
herinafter specified be appropriated from unappropriated
available funds in the Treasury to or for the accounts
hereinbelow designated:

	AMOUNT	TO
(a)	\$6,408.00	A/C # 200f - Police Dispatcher Salaries
(b)	\$3,200.00	A/C # 200b - Police Officer Salaries
(c)	\$550.00	A/C # 220 - Wiring Inspector Salary
(d)	\$475.00	A/C # 218 - Plumbing Inspector Salary
(e)	\$125.00	A/C # 222 - Gas Inspector Salary
(f)	\$472.00	A/C # 217 - Inspection Dept. Operating Expenses

(Finance Committee Approved)

ARTICLE 6. It was voted unanimously that the sum of
Forty Seven Thousand Two Hundred and Ninety-Four (\$47,294.00)
dollars be appropriated from unappropriated available funds
in the Treasury, said sum to be in addition to line item
number 701, Employee Retirement, to fulfill the Town's
obligations to the Middlesex County Retirement System.

(Finance Committee Approved)

ARTICLE 7. It was voted unanimously that the sum of One Thousand Two Hundred and Twenty-Five (\$1,225.00) dollars be transferred from the unencumbered and unexpended balance of Account Number 108b, Assistant Assessor Salary to Account Number 109, Assessors' Office Expense.

(Finance Committee Approved)

ARTICLE 8. It was voted unanimously that the sum of Forty Thousand (\$40,000.00) dollars be appropriated from unappropriated available funds in the Treasury, said sum to be in addition to line item 109g, Assessors' Appraisal Service.

(Finance Committee Approved)

ARTICLE 9. It was voted unanimously that the sum of Five Thousand and Fifty (\$5,050.00) dollars be appropriated from unappropriated available funds in the Treasury for the preparation of a tax bill and valuation book, said sum to be expended under the direction of the Board of Assessors.

(Finance Committee Approved)

(Selectmen Approved)

ARTICLE 10. It was voted unanimously that the sum of One Hundred Forty-Nine Thousand Five Hundred and Fifty-Eight (\$149,558.00) dollars be raised and appropriated for the purchase of computer hardware, software, and related services as follows: (a) that the sum of Nineteen Thousand Five Hundred and Fifty-Eight (\$19,558.00) dollars be appropriated from unappropriated available funds in the Treasury for computer supplies and services, said sum to be expended under the supervision of the Board of Slectmen; (b) that the sum of Sixty Eight Thousand (\$68,000.00) dollars be raised and appropriated for the purchase of computer software, and to meet said appropriation, that the Treasurer, with the approval of the Selectmen, be and hereby is, authorized and directed to borrow, at one time or from time to time, the sum of \$68,000.00 and to issue and sell, as one issue or from tuime to time as two or more separate issues, serial bonds or notes of the Town aggregating \$68,000.00 in principal amount; and that each issue of said bonds or notes shall be issued and sold in accordance with the applicable provisions of Chapter 44 of the General Laws, shall be in such form, shall bear such dates, shall mature at such times and shall bear such rates of interest as the Treasurer, with the approval of the Selectmen, shall determine, but each issue of said bonds or notes shall be a separate loan, which shall be paid in not more than five (5) years from the date thereof; (c) that the sum of Sixty Two Thousand (\$62,000.00) dollars be

raised and appropriated for the purchase and installation of computer hardware, and to meet said appropriation, that the Treasurer, with the approval of the Selectmen, be and hereby is, authorized and directed to borrow, at one time or from time to time, the sum of \$62,000.00 and to issue and sell, as one issue or from time to time as two or more separate issues, serial bonds or notes of the Town aggregating \$62,000.00 in principal amount; and that each issue of said bonds or notes shall be issued and sold in accordance with the applicable provisions of Chapter 44 of the General Laws, shall be in such form, shall bear such dates, shall mature at such times and shall bear such rates of interest as the Treasurer, with the approval of the Selectmen, shall determine, but each issue of said bonds or notes shall be a separate loan, which shall be paid in not more than ten (10) years from the date thereof.

ARTICLE 11. It was voted unanimously that the sum of One Thousand Six Hundred and Eight (\$1,608.00) dollars be appropriated from unappropriated available funds in the Treasury, toward the purchase of a 1985 model van, said sum to be in addition to line item number 503e, Water Department Van.
(Finance Committee Approved)

ARTICLE 13. It was voted unanimously that the sum of Twenty-Five Thousand (\$25,000.00) dollars be appropriated from unappropriated available funds in the Treasury and deposited in the Conservation Fund, established under General Laws Chapter 40, Section 8C, with the proviso and condition that it be expended only as the Town's contribution toward the acquisition of an Agricultural Preservation Restriction of approximately 54 acres of land of George Fletcher, situated on Plain Road, and 12 acres of land of Lawrence Smith, situated on Lowell Road, all in accordance with the provisions of Chapter 132A, Chapter 184 and any other applicable provisions of the General Laws as the same now are or may hereinafter be amended; and that the Conservation Commission be and hereby is authorized to take any action and do all things required to effectuate this vote.

(Finance Committee Approved)

ARTICLE 14. It was voted unanimously that the Board of Selectmen be and they hereby are authorized to acquire by purchase, eminent domain or otherwise, a parcel of vacant land formerly owned by Elizabeth C. Taylor, now deceased, and now supposed to belong to Elizabeth C.. Roehr, a/k/a Carlana

Roehr, William R. Cushing and Frances C. Ervin, containing, by estimations, 13.5 acres, more or less, situated on the westerly side of Stony Brook Road, being shown as Parcels 80A and 81 on the Assessors' Map D4, said premises to be managed and controlled by the Conservation Commission under the provisions of Chapter 40, Section 8C of the General Laws, as most recently amended; and for the acquisition of said property and to defray any and all incidental costs and expenses in connection therewith, that the sum of One Hundred and Four Thousand (\$104,000.00) dollars be appropriated from the Conservation Fund; hereby authorizing said Commission to accept gifts and to apply for and accept any Federal or State grants for the purpose aforesaid.

(Finance Committee Approved)

(Selectmen Approved)

ARTICLE 15. It was voted unanimously that the Board of Selectmen be and they hereby are authorized and directed, in the name and behalf of the Town, to grant to Herbert W. Gutheil and Anne Marie Gutheil, their heirs and assigns, the right and easement to use for all purposes for which public ways are used in the Town of Westford a portion of Accademy Drive, so called, being a strip of land about fifty (50) feet wide extending easterly from Depot Street approximately Four Hundred Fifty-Five (455) feet to the homeplace of said Gutheils, all as more particularly shown on a plan recorded with Middlesex North District Registry of Deeds on June 26, 1953 in Plan Book 83, Plan 9; intending by the grant of such right of way to furnish said Gutheils with ingress to and egress from their said home place shown on said plan as land of Hertha E. Flack, said grant to contain such terms and provisions as the Selectmen in their discretion deem appropriate to accomplish the purpose aforesaid.

ARTICLE 16. It was voted that, to reduce the tax rate, the sum of Sixty Seven Thousand (\$67,000.00) be appropriated from unappropriated available funds in the Treasury, to be deducted by the Assessors under the provsions of Section 23 of Chapter 59 of the General Laws, as most recently amended, from the amount required to be assessed by them.

(Finance Committee Approved)

It was voted unanimously to adjourn the Special Town Meeting at 10:35 p.m.

A True Record: ATTEST

Elaine V. McKenna
Town Clerk

REPORT OF THE BOARD OF REGISTRARS'

The Board of Registrars conducted the Annual Resident Listing which resulted in the printing of Street List Books, precinct lists of Registered Voters, dog owner lists, alphabetical list of residents and the jury selection list for Westford residents.

Registration sessions for new voters were held for the Presidential Primary in March, Town Election in May, Town Meetings in May and September, State Primary in September, and the Presidential Election in November. A total of 8564 Registered Voters were listed at the close of registration for the November Presidential Election: Democrats 3734; Republicans 1224; and Unenrolled (Independents) 3606.

The Board held 10 sessions to register new voters and met 4 times to certify signatures on nomination papers. (received 54 papers and certified 1796 signatures).

Meetings were also held to prepare ballot boxes for the elections, and to assist with voter status on Election days.

Respectfully submitted,

Board of Registrars

Wilbert L. Vaughn, Ch.

Beverly J. Dearth

William R. Healy

Elaine V. McKenna, Clerk

TOWN CLERK'S REPORT ON DOG LICENSES

Licenses issued from January 1 through December 31, 1984.

737 Males	@ \$ 3.00 each	\$2,211.00
93 Females	@ \$ 6.00 each	558.00
668 Spayed Females	@ \$ 3.00 each	2,004.00
2 Kennels	@ \$10.00 each	20.00
2 Kennels	@ \$25.00 each	50.00
1 Kennel	@ \$50.00 each	50.00
		<hr/>
		\$4,893.00
Clerk's Fees (1,503 Licenses)		<hr/> 1,127.25
		<hr/>
Paid Town Treasurer (Rcpts. on file)		\$3,765.75

The attention of owners and keepers of dogs is called to the following extracts from Chapter 140 of the General Laws, as amended and also the following Westford By-Laws:

LICENSE PERIOD - The time between April 1 and the following March 31 inclusive.

LICENSE AND TAGS - A person, who at the commencement of a license period is, or who during any license period becomes the OWNER or KEEPER of a dog three months old or over which is not duly licensed, and the OWNER or KEEPER of a dog when it becomes three months old during a license period, shall cause it to be registered, numbered, described and licensed until the end of such license period, and the OWNER or KEEPER of a dog so registered, numbered, described and licensed during any license period, in order to own or keep such dog after the beginning of the succeeding license period, shall, before the beginning thereof, cause it to be registered, numbered, described and licensed for such period. The registering, numbering, describing and licenses of a dog in any town shall be in the office of the clerk thereof.

The license shall be in a form prescribed by the director, upon a blank, to be furnished by the county in which the town is located, and shall be subject to the condition expressed therein that the dog which is the subject of the license shall be controlled and restrained from killing, chasing or harassing livestock or fowls. The owner or keeper of a licensed dog shall cause it to wear around its neck or body, a collar or harness of leather or other suitable material, to which shall be securely attached a tag in a form prescribed by the director, and upon which shall appear the license number, the name of the Town issuing such license and the year of issue. Such tags shall be furnished

in the same manner as the license blanks, and if any such tag shall be lost, the owner or keeper of such dog shall forthwith secure a substitute tag from the Town Clerk.

FEES FOR LICENSES - The fee for every license shall, except as otherwise provided, be \$3.00 for a male dog and \$6.00 for a female dog, unless a certificate of a registered veterinarian who performs the operation that said female dog has been spayed and has thereby been deprived the power of propagation has been filed with the Town Clerk, in which case the fee shall be \$3.00.

RABIES IMMUNIZATION - The State of Massachusetts requires that all dogs be vaccinated against rabies at three year intervals, beginning at six months of age. A certification of vaccination as well as a rabies tag will be given the owner of the dog by the performing veterinarian.

ARTICLE VI - Westford By-Laws - Dogs - All owners or keepers of dogs in the Town of Westford, who on the first day of June of each year, have not licensed said dog or dogs, as prescribed in Section 137 of Chapter 140 of the General Laws of the Commonwealth of Massachusetts shall be required to pay an additional fee of not more than one (\$1.00) Dollar.

No owner or keeper of any dog shall permit such dog to run at large if unlicensed, nor shall a dog be permitted to run at large at any time between the hours of 7:00 A.M. and 7:00 P.M., licensed or unlicensed. The provision of this section shall not be intended to apply to dogs participating in any dog show, nor to "seeing eye" dogs properly trained to assist blind persons for the purpose of aiding them in going from place to place, nor to any dogs being trained for or actually being used for hunting purposes.

Whoever violates any provision of this By-Law shall be punished according to the following procedure and schedule of fines, which are hereby declared to be an alternative to the procedure and schedule set forth in G. L. (Ter. Ed.) Chapter 140, Section 137A; For the first offense, not less than Five Dollars nor more than Ten Dollars; for the second offense, not less than Ten Dollars nor more than Twenty-Five Dollars; and for each subsequent offense, Twenty-Five Dollars.

Elaine V. McKenna
Town Clerk

REPORT OF THE TOWN ACCOUNTANT

In accordance with the requirements of the General Laws, there is submitted, herewith, the Annual Report of the Town Accountant. At one time during the year all bank accounts under the jurisdiction of the Treasurer were reconciled and found to be correct. The Accountant's records are open for the public.

Robert Earnshaw
Town Accountant

RECEIPTS - JULY 1, 1983 - JUNE 30, 1984

Taxes:

Personal Property

Prior Years	807.75	
Current Year	<u>176,541.17</u>	177,348.92

Real Estate

Prior Years	449,428.47	
Current Year	<u>7,140,049.24</u>	7,589,477.71

Motor Vehicle Excise

Prior Years	161,665.87	
Current Year	<u>305,900.69</u>	467,566.56

Street Betterments

Prior Years	554.45	
Current Year	<u>4,963.72</u>	5,518.17

Committed Interest

Prior Years	286.89	
Current Year	<u>952.39</u>	1,239.28

Classified Forest Land

8.60

Tax Title & Possessions

67,599.89

Conveyance Tax

<u>2,775.00</u>	8,311,534.13
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Licenses and Permits:

Liquor Licenses

21,300.00

Misc. Licenses & Permits

Common Victualler	1,185.00
One-Day License	401.00
Club License	750.00
Sunday Entertainment	600.00
Video Game Licenses	1,100.00
Class II - 2nd Hand Cars	400.00
Class III - Junk Cars	100.00
Fuel Oil Storage License	9.00

Report of Town Accountant - Receipts (Cont'd)

Misc. Licenses & Pmts (Cont'd)			
Water System License	60.00		
Sewerage Collection Permit	10.00		
Bd. of Health Permits	170.00		
Stable Permits	55.00		
Auction & Raffle Permits	70.00		
Fire Permits	84.00		
Firearms, Pmts to Carry	1,200.00		
Firearms, Pmts to Possess	284.00		
Firearms, Pmts to Rep & Sell	103.00	6,581.00	27,881.00
Court Fines		46,158.00	
Bd. of Appeals Hearings		2,800.00	
Planning Board Fees		18,506.28	
Conservation Comm. Fees		680.00	68,144.28
Department Revenue:			
Town Clerk Fees		3,878.50	
Sale of Maps & By-Laws		1,235.00	
Public Telephone Comm.		268.64	
Personal Telephone Calls		84.08	
Resident Books, Voter Lists		358.00	
Postage, Copy Fees		81.71	
Equipment Rental		55.00	
Release Fees		53.00	
Sanitary Landfill		292.19	
Roudenbush Comm. Ctr.		18,068.67	
Town Beach & Rec. Regis.		19,803.62	44,178.41
Public Safety:			
Police Accident Reports		1,245.40	
Fire Reports		15.00	
Building Permits		98,812.85	
State Bldg. Permits		755.00	
Gas Permits		5,765.00	
Plumbing Permits		16,025.75	
Wiring Permits		18,255.00	
Pump & Well Permits		4,000.00	
Police Photos		75.00	
Sealer of Wgts & Measures		327.00	
Care & Destroy Dogs		1,350.00	146,626.00
From Other Sources:			
Group Insurance Refunds		21,229.00	
Unclaimed Fund		274.50	
Overpayments & Refunds		2,527.55	
Miscellaneous		19.00	
Wages - Workmen's Comp.		3,145.92	
Insurance Claims		3,200.00	30,395.97

Report of Town Accountant - Receipts (Cont'd)

Reimbursements:			
Advertising	29.28		
Veterans' Benefits	1,728.40		
Land Court Fees	1,136.00		
Restitution to Town	11,310.00		
State-Election Workers	565.32	14,769.00	
Gifts:			
Gift to Roudenbush Comm. Ctr		20,214.80	
Cemeteries:			
Opening Graves	5,780.00		
Cemetery Foundations	595.00		
Perpetual Care	4,345.00		
Sale of Lots	6,825.00	17,545.00	
Grant from Government:			
School - PL 874		4,937.52	
Grants from State:			
School			
Chapter I	27,486.00		
Title I, PL 89-313	4,500.00		
Title VI, PL 94-142	111,073.00		
Chapter II, Block Grant	11,511.00		
Title I, PL 94-482	24,711.00		
In Service Grant	700.00		
Incentive Grant	5,775.00	185,756.00	
Dept. of Environment			
Ch. 58, Loss of Taxes	130.59		
Cl. 17, Widows	1,225.00		
Cl. 22A-22E, Veterans	3,898.47		
Cl. 37, Blind Persons	1,487.50		
Cl. 41, Elderly Persons	23,359.03		
Ch. 70, School Aid	1,543,153.00		
Ch. 71, Trans. of Pupils	183,404.00		
Ch. 71A, School Related			
Transportation	25,788.00		
Ch. 645, School Constr.	180,439.62		
Residential Sch. Tuition	48,768.00		
Ch. 115, Veterans' Benefits	13,067.95		
Hgwy Constr. & Maint.	72,198.00		
Local Aid Fund	977,195.00		
Lottery	168,464.00		
Ch. 80, Highway Fund	68,639.00		
Aid to Libraries	10,612.00		
Elder Affairs Block Grant	1,172.00		
Arts Lottery Fund	3,216.00	3,394,217.16	3,579,973.16

Report of Town Accountant - Receipts (Cont'd)

County Dog Taxes			2,081.01
School Dept:			
School Refunds	16,064.08		
Cafeteria - State	17,686.73		
Cafeteria - Federal	44,072.22		
Cafeteria Receipts	250,407.92		
Cafeteria Reimbursements	2,482.27		
Athletics & Band	14,918.36		
Special Energy	<u>5,877.00</u>	351,508.58	
Custodial Extra Detail Revolving	9,473.75		
Police Extra Detail Revolving	69,927.59		
Library Memorial Book Fund	2,457.10		
Recreation Revolving	<u>172.00</u>	82,030.44	
Treasurer:			
Municipal Liens		10,185.40	
Water Dept:			
Rates	414,512.89		
Services & Misc.	16,361.27		
Interest Charges	103.17		
Guar. Deposits for Services	85,532.90		
Guaranteed Extensions	<u>28,298.37</u>	544,808.60	
Interest Received:			
Deferred Taxes	96,974.27		
Excise Taxes	1,209.89		
Tax Titles	17,922.62		
Investments	124,241.89		
Savings	348.53		
Escrow	1,417.15		
Sale of Lots	<u>2,300.62</u>	244,414.97	
Stabilization Fund	<u>31,546.60</u>	275,961.57	
Agency & Trust:			
Payroll Deductions			
Federal Withholding	1,082,715.43		
State Withholding	390,844.22		
County Retirement	133,793.05		
Chap. 32B - Employee	212,707.92		
Chap. 32B - Town	455.61		
United Fund	<u>2,155.00</u>	1,822,671.23	
Cafeteria Meal Tax	283.64		
Dog Licenses	<u>3,927.00</u>	1,826,881.87	

Report of Town Accountant - Receipts (Cont'd)

Trust Accounts:		
Library All Purpose Fund	1,748.80	
Library Lecture Fund	4,489.30	
Library Trustee Fund	1,450.00	
Cemetery Funds	1,400.00	
Conservation Fund	<u>60,000.00</u>	69,088.10
Highway:		
Ch. 90 Construction	66,692.00	
Texas Rd. Construction	<u>16,275.00</u>	82,967.00
Tax Anticipation Loans		1,000,000.00
Revenue Cash Investments		9,557,000.00
Loans Authorized - Issued:		
Pine Rd. Betterments		40,500.00
Revenue Sharing Fund	191,368.00	
Revenue Sharing Fund Interest	<u>3,413.85</u>	194,781.85
Stabilization Fund		<u>256,000.00</u>
Total Receipts		
Cash Balance 7/1/83		26,559,993.69
Revenue Sharing 7/1/83		427,249.27
Anti Recession 7/1/83		96,764.76
Stabilization Fund 7/1/83		33.26
		<u>211,113.91</u>
		<u>27,295,154.89</u>

REPORT OF THE TOWN ACCOUNTANT

EXPENDITURES - JULY 1, 1983 - JUNE 30, 1984

General Government:

 Selectmen

Salaries	4,900.00	
Office Salaries & Wages	36,540.18	
Expenses	6,655.83	
Labor Counsel	<u>5,292.62</u>	53,388.63

 Town Accountant:

Salary & Wages	23,375.48	
Expenses	<u>1,010.82</u>	24,386.30

 Treasurer/Collector:

Salaries & Wages	59,598.55	
Expenses	11,806.09	
Interest on Temp. Loans	5,000.00	
Checkwriter	<u>2,173.50</u>	78,578.14

 Assessors:

Salaries & Wages	53,630.43	
Accumulated Sick Leave	2,186.77	
Expenses	5,327.35	
Appraisal Services	3,160.00	
Arlington Tr. Comp. Svc.	<u>4,500.00</u>	68,804.55

 Town Aide/Veterans' Agent:

Salaries & Wages	27,691.46	
Expenses	2,900.00	
Veterans' Benefits	<u>21,406.55</u>	51,998.01

 Town Counsel:

Salary	27,555.00	
Expenses	<u>7,302.61</u>	34,857.61

 Town Clerk:

Salary	16,000.00	
Wages	14,270.02	
Expenses	1,940.00	
Typewriter	<u>850.00</u>	33,060.02

 Election & Registration:

Salaries	14,927.58	
Expenses	<u>6,288.14</u>	21,215.72

Report of Town Accountant - Expenditures (Cont'd)

General Government (Cont'd)

Municipal Buildings:

Town Hall

Salary	5,917.85	
Expenses	15,420.84	
Word Processor	26,050.54	
Paint Tower	<u>2,500.00</u>	49,889.23

Police/Fire

Maintenance	21,161.54	
Paint Trim	1,200.00	
Water Heater	2,140.00	
Repair Chimney	<u>1,960.00</u>	26,461.54

Planning Board:

Salary	3,603.37	
Expenses	1,877.22	
Engineering Fees	<u>16,530.00</u>	22,010.59

Conservation Commission:

Salary	3,207.73	
Expenses	433.89	
Engineering Fees	5,583.64	
Land Acquisition Exp.	<u>1,520.00</u>	10,745.26

Board of Appeals:

Salary	1,251.68	
Expenses	<u>948.15</u>	2,199.83

Finance Committee:

Salary	1,316.48	
Expenses	<u>199.25</u>	1,515.73

Misc. Appointed Comm.		169.64
Cable TV Committee		442.50
House Numbering Comm.		363.03
Personnel Board		957.17
Capital Outlay Comm.		45.00
Council on Aging		5,135.00
Elder Affairs Block Grant		147.08
Homemaking Services		637.00
Retired Sr. Volunteer Prog.		300.00
Merrimack Valley Legal Svc.		600.00
License Exp. & Legal Ads		959.06
NMAC		3,551.49
Hazardous Waste Comm.		<u>2,700.00</u>

Total General Government

495,118.13

Report of Town Accountant - Expenditures (Cont'd)

Public Safety:

Police Dept.

Salaries & Wages	725,082.18	
Expenses	109,580.75	
Cruisers	32,775.00	
Street Marking Paint	2,499.50	
Portable Radios	5,540.00	
Radio System	6,954.25	
Cellblock Monitor	5,500.00	
Generator Repair	1,383.00	
Typewriter	850.00	
Remote Door Security Sys.	1,575.00	
911 Emergency Tele. Sys.	<u>3,000.00</u>	894,739.68

Fire Department

Fire Chief Salary	25,269.00	
Firemen/EMT Wages	59,137.10	
Clerical Wages	1,761.72	
Switchboard Wages	17,389.13	
Accumulated Sick Leave	1,946.88	
Expenses	42,119.58	
Fire Engine	63,850.00	
Fire Hose	4,180.00	
Boiler-Graniteville Sta.	<u>2,395.00</u>	218,048.41

Dog Officer

Salary	16,279.00	
Assistant	5,256.81	
Expenses	<u>4,404.00</u>	25,939.81

Inspection Dept

Bldg. Insp. Salaries	24,689.78	
Bldg. Dept. Clerical	9,550.44	
Plumbing Inspector	8,761.00	
Wiring Inspector	10,116.00	
Gas Inspector	2,024.00	
Expenses	<u>5,990.22</u>	61,131.44

Tree Department

Salary	100.00	
General Expenses	9,279.81	
New Trees	1,960.00	
Dutch Elm Control	2,904.40	
Pest Control	<u>3,676.00</u>	17,920.21

Civil Defense

609.55

Sealer of Wgts & Measures

650.00

Total Public Safety

Report of Town Accountant - Expenditures (Cont'd)

Health Department:

Salaries	7,174.82
Expenses	1,319.46
Drug Rehabilitation Program	9,701.00
Nashoba Board of Health	33,565.00
Animal Inspector	450.00
Stable Inspector	350.00
Agent to Remove Dead Animals	1,200.00
Nursing Services	4,550.02
Pump & Well Inspector	2,536.00
Typewriter	828.00

Total Health Department

61,674.30

Highway Department:

Street Lights	57,413.61
Traffic Control Signals	912.84
Snow & Ice Removal	251,741.00
Town Roads	129,067.56
Drainage	19,924.80
Street Signs	2,000.00
Sidewalks	937.65
Parks	26,997.45
Machinery & Equipment	56,004.53
Materials	69,000.00
Sanitary Landfill	59,448.65
Accumulated Sick Leave	5,728.53
Dump Truck	35,200.00
Sand/Salt Spreader	6,345.00
Compactor Repair	2,851.75
Truck	24,700.00
Snow Plow	1,986.00
Mobil Radio	749.00
Exhaust Fan	1,400.00
Chapter 90 Construction	64,542.98
Texas Rd. Construction	10,594.09
Pine Rd. Betterments	23,430.65

Total Highway Dept.

850,976.09

Water Department:

Salaries & Wages	139,524.91
General Supplies	109,550.94
Pipe & Supplies	49,882.89
Power Mole	3,427.35
Typewriter	825.00
Water Mains	2,890.90
Storage Tank-Sparks Hill	282,973.81
Guaranteed Extensions	25,804.10

Total Water Dept.

614,879.90

Report of Town Accountant - Expenditures (Cont'd)

Cemetery Department:

Salaries & Wages	19,583.67
Expenses	10,806.34
Air Compressor	575.00
Water System	1,200.00
Gang Mower	2,200.00
Trust Funds	<u>1,379.44</u>

Total Cemetery Dept. 35,744.45

School Department:

Operational	7,261,018.12
Cafeteria	316,796.96
Athletics & Band	45,749.24
Energy Conservation	30,833.87
Capital Projects	67,562.00
Federal Grants	166,794.93
Nashoba Tech. High School	<u>397,878.00</u>

Total School Dept. 8,286,633.12

Library:

Salaries & Wages	133,992.50
Expenses	47,453.87
Automation-Phase I	8,163.88
Trust Funds	<u>7,688.10</u>

Total Library 197,298.35

Parks & Recreation:

Recreation Department		
Salaries & Wages	24,485.85	
Expenses	30,891.82	
Capital Expenditures	<u>2,460.48</u>	57,838.15
Roudenbush Comm. Ctr.		
Salaries & Wages	45,296.63	
Accumulated Sick Leave	2,603.55	
Expenses	17,740.55	
Expenses-Gift Account	<u>2,040.42</u>	<u>67,681.15</u>

Total Parks & Recreation 125,519.30

Unclassified:

Group Insurance - Town	211,208.95
Town Insurance	113,196.81
Unemployment Contributions	34,433.14
Town Reports	6,418.40
Memorial Day	1,000.00
Veterans Quarters	900.00

Report of Town Accountant - Expenditures (Cont'd)

Unclassified (Cont'd)

Historical Comm. (Museum)	7,615.09
Purch. MacDougall Property	35,000.00
Purch. Agnew Property	50,000.00
Lawsuit Settlement-F. Prescott	<u>116,359.50</u>

Total Unclassified	576,131.89
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Agency Trust & Investments:

Investment Fund Securities	9,500,788.00
Federal Withholding Tax	1,082,715.43
State Withholding Tax	390,844.22
Retirement Fund	132,319.03
Group Insurance	211,171.48
United Fund	2,126.50
Meal Tax	283.64
Perpetual Care	3,667.50
Sale of Lots	3,450.00
Police Extra Detail	68,819.65
Custodian Extra Detail	9,684.72
Library Memorial Book Fund	2,284.32
Stabilization Fund	16,000.00
Recreation Revolving Fund	199.83
County Dog Licenses	2,251.25
Arts Lottery Fund	<u>1,331.69</u>

Total Agency Trust & Investments	11,427,937.26
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To Conservation Fund	90,680.00
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To Library Trust Funds	10,612.00
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To Stabilization Fund	240,000.00
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State & County Assessments:

County Tax	160,843.79
M.V. Excise Tax Bills	1,925.00
Pollution Control	2,272.00
State Parks	60,735.00
Elderly Gov't Retirees	3,482.00
Mosquito Control	21,599.00
Regional Transit Authority	<u>8,217.00</u>

Total State & County Assessments	259,073.79
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Report of Town Accountant - Expenditures (Cont'd)

Refunds:	
Taxes	47,252.09
M.V. Excise Taxes	6,112.43
Municipal Liens	15.00
Water	479.75
Water-Guaranteed Extensions	<u>104.74</u>
Total Refunds	53,964.01
Tax Anticipation Loans	1,000,000.00
Contributory Retirement	256,405.00
Principal & Interest on Loans	<u>579,538.99</u>
Total Payments	26,381,225.68
Cash Balance 6/30/84	341,023.09
Revenue Sharing 6/30/84	106,245.61
Stabilization Fund 6/30/84	<u>466,660.51</u>
	<u>27,295,154.89</u>

TOWN OF WESTFORD
BALANCE SHEET - JUNE 30, 1984

GENERAL ACCOUNTS

ASSETS

CASH

General	341,023.09	
Fed. Revenue Sharing	106,245.61	
Revenue Cash Investments	1,310,788.00	
Stabilization Fund	<u>466,660.51</u>	2,224,717.21

ADVANCE FOR PETTY CASH

Library		10.00
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ACCOUNTS RECEIVABLE

Taxes

Levy of 1970	
Personal Property	225.40
Real Estate	211.00
Levy of 1971	
Personal Property	280.50
Real Estate	40.73
Levy of 1972	
Personal Property	194.25
Real Estate	353.73
Levy of 1974	
Real Estate	1,293.66
Levy of 1975	
Personal Property	534.41
Levy of 1977	
Personal Property	129.13
Real Estate	94.02
Levy of 1979	
Personal Property	1,090.99
Levy of 1980	
Personal Property	1,469.01
Levy of 1981	
Personal Property	1,282.27
Real Estate	14,291.56
Levy of 1982	
Personal Property	1,087.84
Real Estate	69,726.89
Levy of 1983	
Personal Property	3,722.50
Real Estate	147,592.16
Levy of 1984	
Personal Property	1,983.01
Real Estate	<u>398,661.48</u>

644,264.54

Balance Sheet - Assets (Cont'd)

ACCOUNTS RECEIVABLE (Cont'd)

Taxes

Motor Vehicle Excise

Levy of 1968	44.25	
1969	12.58	
1970	49.70	
1971	200.35	
1972	222.91	
1973	839.05	
1974	1,048.77	
1975	433.16	
1977	1,604.86	
1979	26,449.64	
1980	29,896.00	
1981	9,000.68	
1982	13,969.99	
1983	27,977.65	
1984	<u>120,629.87</u>	232,379.46

Special Assessments

Street Betterments

Unapportioned	34,496.98
Added to Taxes 1968	80.11
1969	209.34
1970	38.71
1971	36.99
1974	1,022.79
1977	498.20
1979	480.69
1980	22.25
1981	81.05
1982	305.40
1983	193.50
1984	278.75

Committed Interest

Added to Taxes 1968	14.33	
1969	55.97	
1970	13.92	
1971	1.45	
1972	12.15	
1973	57.61	
1974	74.35	
1980	8.00	
1981	41.38	
1982	24.93	
1983	136.35	
1984	<u>161.80</u>	38,347.00

Balance Sheet - Assets (Cont'd)

ACCOUNTS RECEIVABLE (Cont'd)

Taxes

Special Taxes

Farm Animal Excise	2,355.24	
Classified Forest Land	<u>958.97</u>	3,314.21

Tax Title & Possessions

Tax Titles	74,614.15	
Tax Possessions	<u>5,598.83</u>	80,212.98

Departmental

Highway	380.70	
Cemetery	167.00	
Veterans' Services	<u>9,030.75</u>	9,578.45

Water

Rates & Charges	29,323.98	
Services & Misc A/R	9,300.35	
Interest	149.42	
Liens Added to Taxes 1972	217.62	
1973	85.54	
1976	154.97	
1977	<u>152.59</u>	39,384.47

Aid to Highway

State	253,603.62	
Chapter 765	<u>6,000.00</u>	259,603.62

REVENUE 1984-85 12,190,991.20

DUE FOR 1984-85 APPROPRIATIONS

From Revenue Sharing Fund 185,301.00

LOANS AUTHORIZED 90,000.00

OVERDRAWN ACCOUNTS

Family Funding	57.82	
Prin. & Int. on Loans	1,177.34	
Fed. Grant-Chapter I	1,807.15	
Underestimate 1984		
State Pollution Control	<u>83.00</u>	3,125.31

Balance Sheet - Assets (Cont'd)

OVERLAY DEFICITS		
1975	1,014.37	
1976	369.73	
1977	695.26	
1978	<u>192.02</u>	2,271.38
REVOLVING FUNDS		
Cafeteria Meal Tax	1.03	
Police Extra Detail	<u>2,692.52</u>	<u>2,693.55</u>
TOTAL ASSETS		<u>16,006,194.38</u>

TOWN OF WESTFORD
BALANCE SHEET - JUNE 30, 1984

GENERAL ACCOUNTS

LIABILITIES AND RESERVES

PAYROLL DEDUCTIONS

State Taxes	9.52	
Contributory Retirement	12,543.72	
Group Insurance	6,651.28	
United Fund	1,659.00	
Tax Annuity	<u>407.00</u>	21,270.52

OVERPAYMENTS

Personal Property Taxes

Levy of 1973	136.76	
Levy of 1974	10.82	
Levy of 1976	369.73	
Levy of 1978	<u>192.02</u>	709.33

Real Estate Taxes

Levy of 1973	794.74	
Levy of 1975	3,106.05	
Levy of 1976	75.49	
Levy of 1978	2,679.18	
Levy of 1979	1,114.51	
Levy of 1980	<u>184.66</u>	7,954.63

Street Betterments

Levy of 1972	50.04
Levy of 1973	318.44
Levy of 1975	82.94
Levy of 1976	229.96
Levy of 1978	455.58

Committed Interest

Levy of 1976	32.50	
Levy of 1977	11.89	
Levy of 1978	48.87	
Levy of 1979	<u>129.63</u>	1,359.85

M.V. Excise Taxes

Levy of 1976	529.09	
Levy of 1978	<u>250.26</u>	779.35

Water

Added to Taxes 1975	180.81	
Added to Taxes 1978	49.86	
Deposits for Services	<u>8,945.27</u>	9,175.94

GUARANTEE DEPOSITS

Water Extensions	6,091.77	
Highway Dept.	<u>39,967.11</u>	46,058.88

Balance Sheet - Liabilities & Reserves (Cont'd)

TAILINGS

Unclaimed Checks		6,555.15
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GIFTS

Roudenbush Community Ctr.		19,917.68
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TRUST FUND INCOME

Cemetery	59.35	
Escrow Deposit	<u>2,741.83</u>	2,801.18

INVESTMENT FUNDS

Stabilization Fund		466,660.51
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GRANTS

P.L. 874	29,127.83	
P.L. 89-313	200.05	
P.L. 94-142	5,836.18	
P.L. 94-482	11,627.31	
Chapter II	895.13	
In Service Grant	75.60	
Incentive Grant	962.50	
Elder Affairs Block Grant	1,024.92	
Arts Lottery Fund	2,264.31	
Revenue Sharing Fund	<u>106,245.61</u>	158,259.44

REVOLVING FUNDS

Sale of Cemetery Lots	27,902.80	
School Extra Detail	327.77	
Library Memorial Book Fund	252.58	
School Cafeteria	15,240.20	
School Athletics & Band	16,853.93	
Evening School	315.00	
Recreation	<u>354.92</u>	61,247.20

APPROPRIATION BALANCES

Revenue		
General	101,602.37	
Water		
Constr. & Extensions	<u>149,288.67</u>	250,891.04

Balance Sheet - Liabilities & Reserves (Cont'd)

OVER ESTIMATES 1984

State		
State Parks	2,998.00	
Mosquito Control	824.00	
Special Education	4,534.00	
Regional Transit Auth.	117.00	
County		
County Tax	<u>.21</u>	8,473.21
COUNTY DOG TAXES		2,505.75
RECEIPTS RESERVED FOR HIGHWAY		3,974.54
RESERVE FUND - OVERLAY SURPLUS		51,470.03
OVERLAY RESERVED FOR ABATEMENTS		
Levy of 1970	109.88	
1972	221.75	
1974	1,139.87	
1979	1,090.99	
1980	1,469.01	
1981	15,573.83	
1982	19,104.78	
1983	45,923.36	
1984	<u>151,722.63</u>	236,356.10
REVENUE RESERVED UNTIL COLLECTED		
M.V. Excise	231,600.11	
Farm Animal Excise	2,355.24	
Classified Forest Land	958.97	
Special Assessment	36,987.15	
Departmental	9,578.45	
Aid to Highway	253,603.62	
Town Rd. Construction	6,000.00	
Tax Title & Possessions	80,212.98	
Water	<u>30,208.53</u>	651,505.05
LOANS AUTHORIZED - UNISSUED		90,000.00
RESERVE FOR PETTY CASH		10.00
APPROPRIATION CONTROL		12,376,292.20
SURPLUS REVENUE		
General	1,394,546.44	
Water	<u>137,420.36</u>	<u>1,531,966.80</u>
TOTAL LIABILITIES & RESERVES		<u>16,006,194.38</u>

TRUST FUND REPORT
7-1-83 TO 6-30-84

TRUST FUND	PRIN.	INT. AS OF 6/30/83	7/1/83-6/30/84 INT. REC.	WITHDRAW.	BAL. 7/1/84
Perpetual Care	99737.50	343.85	9764.25		109845.60
William Wright	5000.00	3806.03	763.46	(800.00)	8769.49
Lyman Wilkins	1413.11	1011.07	202.49	(600.00)	2026.67
J. Herbert Fletcher	500.00	252.42	71.41		823.83
Metcalf & Soldiers	1300.00	3521.53	810.48		5632.01
Book Fund	8650.00	360.69	552.16		9562.85
Lecture Fund	28597.40	9608.29	329.55	(4489.30)	34045.94
All Purpose Fund	17190.08	1966.86	2336.33	(1748.80)	19744.47
Library Trustee	25925.95	6525.08	3547.26	(1858.85)	34139.44
JV Fletcher Library	10612.00		483.84		11095.84
Conservation Fund	98347.45	3935.49	8944.61	(3400.00)	107827.55
Whitney Tree	2500.00	1319.41	1399.28		5218.69
Whitney Playground	10000.00	7991.05	4647.43		22638.48
	309773.49	40641.77	33852.55	(12896.95)	371370.86

PRINCIPAL & INTEREST ON LOANS
7-1-83 TO 6-30-84

<u>DATE</u>	<u>LOAN</u>	<u>PRIN.</u>	PRIN. & INT. PD.	PRIN. & INT. PD.	BALANCE
			<u>6/30/83</u>	<u>7-1-83 TO 6-30-84</u>	<u>6-30-84</u>
12/15/83	Sparks	485000.00		50000.00	435000.00
12/18/92	Hill			33350.00	137568.76
4/15/70	Francis	236000.00	206000.00	15000.00	15000.00
10/15/84	Hill Stand.		111625.00	1406.25	468.75
7/28/83	Littleton	25745.00		5745.00	20000.00
1/28/88	Rd. Exten.		5477.90	1827.90	3650.00
9/1/58	Pur. Water	281000.00	271000.00	10000.00	
3/1/84	Company		105326.00	260.00	
Water Loans					
		1027745.00	477000.00	80745.00	470000.00
			222428.90	36844.15	141687.51
5/4/84	Street	40000.00			40000.00
11/4/85	Betterments			1177.31	2356.22
12/16/80	Edwards	125000.00	95000.00	30000.00	
6/16/84	Beach		17005.58	1875.00	
		165000.00	95000.00	30000.00	40000.00
Town Loans			17005.58	3052.31	2356.22

PRINCIPAL & INTEREST ON LOANS con'd.
7-1-83 TO 6-30-84

<u>DATE</u>	<u>LOAN</u>	<u>PRIN.</u>	PRIN. & INT. PD.		<u>BALANCE 6-30-84</u>
			<u>6/30/83</u>	<u>7-1-83 TO 6-30-84</u>	
5/1/72	Westford	4620000.00	3400000.00	305000.00	915000.00
11/1/86	Academy		1616095.00	50172.50	64507.50
1/15/69	Robinson	1175000.00	900000.00	55000.00	220000.00
7/15/88	Elementary		533025.00	13725.00	24750.00
		5795000.00	4300000.00	355000.00	1135000.00
			2149120.00	63897.50	89257.50

Total Principal Paid fy 84 465745.00
Total Interest Paid fy 84 103693.96

Paula Brule
Treasurer-Collector

TREASURER'S REPORT
7-1-83 TO 6-30-84

Cash Balance	7/1/83	735161.20	
Total Receipts	7/1/83-6/30/84	26426608.69	27161769.89
Total Payments	7/1/83-6/30/84	26247840.68	
Bal. On Hand	6/30/84	913929.21	27161769.89

Paula Brule
Treasurer-Collector

TAX COLLECTOR'S REPORT
7-1-83 TO 6-30-84

Year	COMMITMENT	COLL.	ABATEMENTS	REFUNDS	TAX TITLE	BALANCE
1966-1976	46426.03	(103.70)	(37412.06)			8910.27
1977-R.E.	547.63					547.63
-P.P.	752.89					752.89
-F.A.	453.00					453.00
-W.L.	143.58					143.58
-A.S.B.	433.44					433.44
-Exc.	28124.34	(78.11)	(26300.79)			1745.44
1978-R.E.	2297.00					2297.00
-P.P.	1581.97					1581.97
-A.S.B.	1931.87					1931.87
-Exc.	26656.22	(688.61)	(217.53)			25750.08
1979-R.E.	(413.47)					(413.47)
-P.P.	128.42					128.42
-Exc.	28374.73	(566.98)				27807.75
-A.S.B.	215.03					215.03
-F.A.	305.91					305.91
1980-Exc.	30142.52	(784.86)				29357.66
-P.P.	1422.31					1422.31
-R.E.	10281.15	(6380.78)				3900.37
1981-R.E.	85456.31	(75994.29)	(705.00)	6.00		8763.02
-Exc.	30861.80	(409.36)		41.77		30494.21
-P.P.	1182.44			1123.57		2306.01
-A.S.B.	477.35	(72.71)	(68.82)			335.82
1982-R.E.	224860.35	(84667.33)	(5445.95)	1352.37		136099.44
-P.P.	2019.47					2019.47
-A.S.B.	1760.27	(361.48)	(88.52)			1310.27
-Exc.	30697.65	(9273.60)	(120.55)	158.75		21462.25
-F.A.	1043.75					1043.75

TAX COLLECTOR'S REPORT con'd.
7-1-83 TO 6-30-84

Year	<u>COMMITTMENT</u>	<u>COLL.</u>	<u>ABATEMENTS</u>	<u>REFUNDS</u>	<u>TAX TITLE</u>	<u>BALANCE</u>
	1983-Exc. 167136.70	(140725.75)	(8277.97)	4698.84		22831.82
	-R.E. 450447.55	(282302.82)	(5535.06)	2828.58		165438.25
	-P.P. 32647.35	(807.76)	(28183.76)			3655.83
	-A.S.B. 1136.52	(210.35)	(86.30)			839.87
	1984-R.E.7608689.63	(7140025.60)	(112024.38)	41868.42		398508.07
	-A.S.B. 3467.42	(2942.85)	(84.02)			440.55
	-P.P. 178657.84	(176536.04)	(202.75)	69.09		1988.14
	-Exc. 438804.87	(305900.69)	(13487.39)	1213.07		120629.86
	-61B 2775.00	(2775.00)				
	9441926.84	(8231608.67)	(238240.85)	53360.46		1025437.78

Paula Brule
Treasurer-Collector

REPORT OF THE BOARD OF SELECTMEN

Overview

For the third consecutive year the Board concentrated on improving its operational procedures to meet the needs of a growing community.

The Board

At the 1984 organizational meeting, David R. Earl was elected Chairman, Geoffrey D. Hall Vice Chairman, and Avis S. Hooper Secretary.

Message of Appreciation

The concept of self-government remains as the cornerstone of municipal service in Westford. On behalf of the entire community, the Board extends best wishes to Selectman Avis Hooper who has served in the positions of Vice-Chairman and Secretary to the Board, and has accumulated a long and exemplary record of service to the Town. The Board extends sincere appreciation and gratitude to all the volunteers and employees who provided support to the Town during the year. The Board of Selectmen annually appoints 250 citizen volunteers to serve on various boards and committees. An application for appointment can be found in the front of this Annual Report, and we hope all the residents of Westford will get involved through volunteer committee work, attendance at Town Meetings and participation in elections.

Selectmen's Meetings

The Board of Selectmen is the policy-making and supervisory body for the Police, Fire, Highway, Accountant, Building Inspection, Dog Officer, Town Aide departments and the Community Center Committee. The Board meets on Tuesday evenings in the Selectmen's Office, Town Hall. Meeting notices and agendas for all boards and committees are posted inside the front door of Town Hall, and are distributed to the press and public three days prior to each Selectmen's meeting.

The Board employs a full-time professional Executive Secretary who is responsible for the management of the Selectmen's Office and for the proper execution of the policies and decisions of the Board. Residents are encouraged to contact the Selectmen's Office whenever they have a question or concern regarding local government. Selectmen's meetings are conducted according to a posted agenda which is finalized on the Friday before the meeting. During 1984 the Board established an "open forum" agenda item at the start of each meeting for the introduction of new issues by citizens, officials and Board members.

Public Interaction

The Board has taken some important steps toward increasing public interaction and communication with local officials. The "open forum" agenda item, the distribution of agenda packages to the press and public, increasing use of cable television, and the creation of the planning agenda format have resulted in healthy communication and have allowed the Selectmen to remain in touch with the Town's problems and concerns. Additionally, the Board has invited groups of employees, officials and citizens to special meetings dedicated to the discussion of specific issues.

After consulting with citizens and officials, the Selectmen placed an article on the May Town Meeting Warrant asking the voters if they would like the day and time of Town Meeting changed - with the hope that more people would attend. The article was defeated, but the Board welcomes additional suggestions for improving Town Meeting attendance, especially Special Town Meetings.

Selectmen's Planning Agenda

The Board made a significant change in the way it conducts its business. After months of discussions and meetings with officials, former Selectmen and residents, the Board adopted a revised meeting policy. As of January 1985, the Board will hold "operational meetings" on the first and third Tuesdays of the month, and "planning agenda meetings" will be held on the second and fourth Tuesday.

Operational meetings will address general municipal business such as licensing, affirmative action, budgeting, labor relations, zoning and departmental matters. The planning agenda meetings, however, are dedicated to discussions of long-range or interdepartmental planning, direction, cooperation and philosophy. The Board's goal is to act as the facilitator of open discussions that will lead to interdepartmental action and result in improved planning and service delivery, especially in relation to major issues and concerns facing the Town.

One of the first topics to be addressed within the Planning Agenda format was the review of the Town's 1967-1969 Master Plan and the development of steps for up-dating the Plan. During 1985 the Board will work with a variety of officials and bodies on a prioritized review and revitalization of the Master Plan.

Long Range Planning/Growth Issues

The Board is aware that Westford has experienced explosive growth over the past few years and the impact of this growth is a major concern of our citizens.

The Board, in cooperation with the Board of Health, Planning Board, Conservation Commission, Water Department, Finance Committee and other boards and citizens are recommending the following:

- . that the Board of Selectmen draft a mission statement and set of goals for the Town of Westford. This statement and set of goals will be presented at the Annual Town Meeting for acceptance by our residents. The intent is to provide a very clear and consistent set of goals for Westford to provide for guidance in our decision making.
- . that a hydrological study be initiated to map the Town's aquifers as a first step in protecting our groundwater supply. The Town has applied for a \$21,000.00 grant from D.E.Q.E. to offset this cost.
- . that the Planning Board continue to update and upgrade a townwide land use plan. Thirty-six thousand (\$36,000.00) dollars will be requested at the Annual Town Meeting to initiate a study for 60% of the Town land to compliment the Route 40 study which covered the other 40%. This study, in conjunction with the hydrological study, would serve as the basis for future action to update and strengthen our zoning by-laws.
- . that we fund an effort to complete a Town building space study to outline how to plan for the future. The Board and the School Committee have applied for a \$20,000.00 grant to pay for this study.
- . that the Town fund an updated Master Plan to provide for guidelines for the future. The intention is to develop a plan for Westford based on the desires of our residents. The mission statement and Townwide goals would set the direction for the study. Recommendations regarding land use would be based on the hydrological and land use plans.

The Board feels that it is essential that the residents of Westford take the recommended action to insure that we manage our growth, protect our environment, maintain our level of service, preserve the quality of life and continue to make Westford an affordable place to live.

Public Safety

The Board enjoyed another progressive year with its public safety departments. Departmental management was strengthened through the appointment of Douglas Deware as the Town's first Police Lieutenant. Chief of Police Connell has worked closely with the Board to implement entry-level psychological and medical screening of police officer candidates. The Police Department budget received considerable analysis during the year, resulting in more efficient deployment of personnel and improved fiscal accountability. At the end of calendar 1984 agreement had not been reached with the police union on a new collective bargaining agreement, but the union and the Board continue to maintain a cooperative and professional relationship.

The Board of Selectmen is doing everything within its power to acquire state funding for the construction of traffic control signals at Route 110, Boston Road and Carlisle Road. A duplicate set of the proposal materials will be delivered to the state to ensure compliance with their requirements. We have asked our legislators for their support, and we will keep in touch with all relevant state officials. The Board is optimistic about the project and does not feel that it will be necessary to seek local appropriations. The Selectmen of Chelmsford, Littleton and Westford have joined forces and have directed their regional planning agencies to study current and future traffic problems along Route 110. Recommendations are being developed for improvements to the flow of traffic along Route 110 and interconnecting ways.

The Board heard the report of the Fire Needs Study Committee, and plans to work with Chief Rogers and the Committee on follow-up steps. Growth in the community caused the Fire Chief to recommend that the Town consider the employment of some full-time Firefighter/EMT personnel. The Board would like to thank the call firefighters and EMTs for another safe and productive year, and we hope we can count on your strong support for years to come.

Highway Superintendent George Wyman and the Highway Department Personnel met the increased demand for services and provided another year of exemplary snow removal, road repair and operation of the parks and landfill. Thirty miles of new roadway have been added to the Town during the past 20 years, and the Highway Department continues to operate efficiently and effectively.

Austin Fitzsimmons completed his first year as the Town's first full-time Building Commissioner. The Building Department has become one of our most active departments, and Austin has done a professional job in keeping up-to-date on construction and zoning matters.

Additionally, the Board directed the public utility companies to replace the broken and double utility poles found around the Town, thus increasing the appearance and safety of the community.

Transfer Station

Westford and 21 other communities have been working together for about 5 years on the development of state-of-the-art solid waste disposal facility. Through the hard work of our North East Solid Waste Committee (NESWC) representative Cathy Cadigan, it appears that the NESWC solid waste disposal facility will open in 1985; ahead of schedule. During 1984 the Solid Waste Advisory Committee held numerous public hearings and meetings leading to the award of a contract for the design and engineering of a transfer station. The Town Meeting in May voted to appropriate money for the study of alternative methods of refuse transfer, and in October voted to appropriate transfer station design and engineering money.

Municipal Management

Municipal management techniques were improved significantly during 1984. The Selectmen's office is fully automated through word processing, list processing and the use of spreadsheet software. The Board purchased 3 more word processing computers and a mini-computer that will be used primarily by the Assessors, and later will be used town-wide for an integrated accounting and billing system. The fiscal 1986 budget development process was computerized through the cooperation of the Finance Committee and the Selectmen. Through the cooperation of all Town departments, including the School Department, the Board approved a new computerized department-wide telephone system and prepared the system design. Implementation is planned for early 1985, and notices will appear in the paper when the telephone numbers are changed. When the phone system is installed, a recorded message information line will be introduced.

Policies and Procedures

The Board has continued to refine its policy and procedure manual. Using the policies and procedures, the Board held quasi-judicial hearings on liquor license suspensions, dog complaints, and civil service matters. The policy manual has become a dynamic tool, and the Board will continue to up-date and add policies and procedures.

Collective Bargaining

The Board is responsible for representing the Town in collective bargaining matters. During 1984 a new bargaining unit was formed comprised of most of the employees covered by the Town's Personnel By-Law. The unit includes 58 employees holding clerical, librarian, civilian police, water maintenance, custodian, and some department head positions. The Board formed a new bargaining team and is looking forward to a healthy and professional relationship with the unit and the union.

Affirmative Action

The Town's Affirmative Action Plan and the objectives therein continue to be high-priority items. The Town of Westford is in full compliance with anti-discrimination regulations because of the work of officials and volunteers who have taken steps to implement the affirmative action programs. As the year ended, the Board was involved in the appointment of the Town's first female police officer; we hope to appoint many more females and minorities to the police department and all departments and committees. The volunteer Fair Housing Committee organized and conducted a successful Fair Housing Seminar for first-time home buyers, and the Committee successfully completed all of its 1984 Fair Housing Goals and Objectives. Tuesday mornings have been set aside for the receipt of fair housing complaints by the Fair Housing Director. The Selectmen's Office coordinated a comprehensive handicapped regulations compliance evaluation of all Town departments and services. An action plan for continued full compliance was adopted by the Board.

The Future

The Board will continue to address long-range municipal planning issues which should help Westford face the problems and the benefits of a growing community. One topic of special importance is the development of a revised master plan, especially regarding water resource protection.

At the direction of the Annual Town Meeting, the Moderator, the Finance Committee and the Board appointed a Town Management Study Committee comprised of concerned residents. The role of the committee is to evaluate the current management practices of the various Town departments, boards, committees and commissions and determine what structural changes in either operations or government (including the form of government) would better serve the Town.

The School Committee and the Board prepared a joint grant application for funding of a Town building space study. If a grant award is not available, the Board plans to take a leadership role in discussing the need for a Town-wide review of building space and priorities.

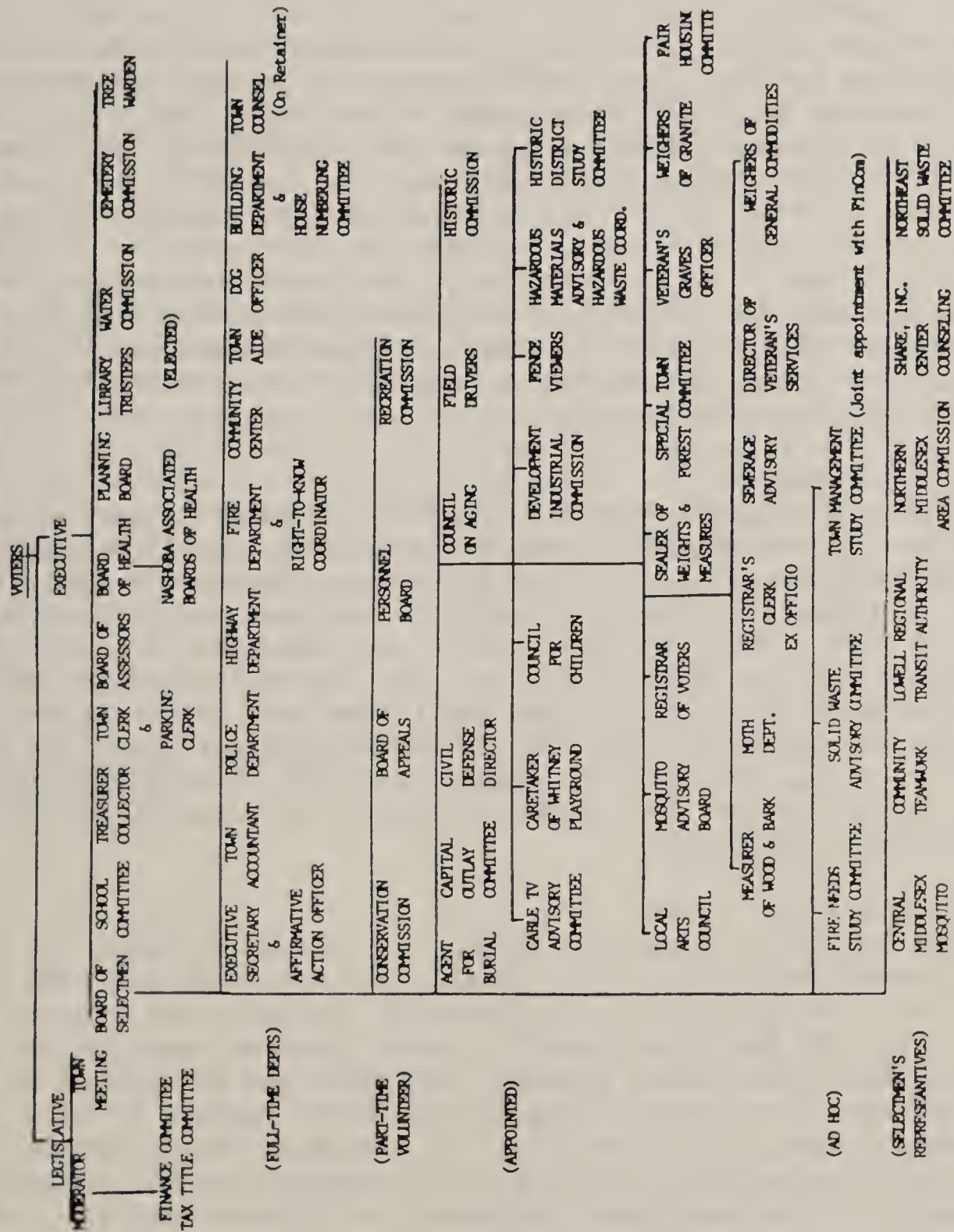
Closing

We want to thank Ann Bennett for eagerly preparing our drafts, re-drafts and final versions of our policies, documents, minutes and correspondence. She has done a fine job attending to the daily clerical affairs of our office.

The Board would like to commend and thank Paul Alphen who has served as our Executive Secretary for the past three years. Paul was instrumental in improving the operational efficiency of the Board and made several major contributions to the Town. We wish him well in his new endeavor.

The Board of Selectmen feels that the government of the Town of Westford is honest, open and accessible. Services are provided with a minimum number of employees and a strong dependency on volunteers. We encourage all residents, new and native, young and old, to become involved. Let us know if we are doing a good job, and help us do a better job conducting the business of the Townspeople. We hope we will see many new faces at Town Meetings and at our meetings.

David R. Earl, Chairman
Geoffrey D. Hall, Vice-Chairman
Avis S. Hooper, Secretary
Ronald H. Johnson
Robert P. Tierney



Report of the Board of Assessors

Overview-

This summer, the newly elected Board initiated a complete review of all administrative procedures and operations performed by the Assessors office. Following this review, the Board established immediate and short range objectives to correct deficient areas and to upgrade the office's effectiveness.

Computerization-

In October 1983, the previous Board contracted with American Municipal Systems, Inc. (AMSI) to develop an Assessor software package and to install a computer system in our office. A careful evaluation of AMSI'S progress was accomplished by the new Board and the contract was terminated in Aug. 1984 due to the company's inability to deliver an acceptable product within a reasonable period of time. Alternative approaches were exhaustingly evaluated and, subsequently, the Board purchased a VAX 11/725 computer from Digital Equipment Corporation and the Assessor software package from Cole-Layer-Trumble Co.(C.L.T.) C.L.T. was also contracted to convert our property files and to load them into the computer.

Recertification-

Westford's first mandatory triennial recertification of property values was due in 1984. However, since the valuation update was dependent upon AMSI providing the computer system in early 1984, the Commonwealth granted approval to postpone recertification until 1985. This, in turn, led to the Commonwealth's certification of the Town's FY 85 tax rate and the mailing of tax bills in December 1984. Due to the short time span between computerizing our property files and the required date to mail the FY 86 tax bills, the Board contracted with C.L.T. to accomplish the necessary property valuation update for recertification of the Town's valuation.

Office Administration-

The Board took immediate action to replace or repair all broken equipment and furniture and established as a goal for 1985 to correct the dilapidated appearance of the Assistant Assessor's office. The Board initiated a record cleanout campaign and established new record keeping procedures and discipline to eliminate the bloated filing system and to restore it to a usable system. To insure that the taxpayers money provided to operate the Assessor's office is not wasted, monthly expenditure reports to the Board was instituted and tighter controls over what is purchased was established.

Personnel-

During 1984, Mrs. Lorraine Bomal replaced Mrs. Diane Holmes as one of our three clerks and Hal Schreiber, Bruce Stewart and Lewis English replaced Judith McEnaney, Janis Ackerman and Willis Buckingham, respectively, as the elected Board of Assessors. The new Board recruited Michael Ryan to replace George Giddings as the full time Assistant Assessor. In addition, the Board revised the job descriptions for the three clerical positions to reflect their actual duties and initiated a two step approach (with the second step to be accomplished in 1985) to have their classification and remunerations commensurate with the highly complex and technical nature of their positions.

Miscellaneous-

A listing of the FY 85 taxable and non-taxable property with assessed value was provided to the Library and is available for your review in the Reference Room. We have also attached to this report property use and valuation profiles, valuation growth information and the FY 85 tax rate computation. With our new computer, we will have the capability to generate various reports concerning property use and valuation. We welcome your input as to what information you would like to see placed in the Library or included in future Town Reports.

Respectfully submitted by:

Hal R. Schreiber, Chairman
D. Bruce Stewart
Lewis O. English

FY 85 TAX RATE COMPUTATION

A. Amount To Be Raised:

1. Appropriated (Gross - \$220,000 Borrowing)	\$ 12,859,503
2. Debt and Interest	532,075
3. Deficits	2,271
4. Offsets	26,078
5. State and County Charges	271,990
6. Overlay Reserve	<u>253,373</u>

\$ 13,946,713

B. Receipts and Revenue:

1. State	3,675,071
2. Local	1,473,813
3. Free Cash - Appropriated	197,740
4. Available Funds	285,471
5. Revenue Sharing	185,301
6. Free Cash - Tax Rate Reduction	<u>67,000</u>

5,884,396

C. Amount Raised By Taxation:

\$ 8,062,317

D. Valuation:

1. Real Property	\$356,428,107
2. Personal Property	<u>7,888,059</u>

\$364,316,166

E. Tax Rate = $\frac{\$ 8,062,317}{\$364,316,166} \times 1,000 = \underline{\underline{\$ 22.13}}$

Property Assessment Change List

	<u>Jan. 1, 1983</u>	<u>Jan. 1, 1984</u>	<u>Difference</u>
Real Property	\$335,871,923	\$356,428,107	\$20,556,184
Personal Property	<u>7,888,059</u>	<u>7,888,059</u>	<u>0</u>
Total -	\$343,759,982	\$364,316,166	\$20,556.184

Source of Difference:

New Construction/Additions/Alterations	\$ 12,406,417
Subdivision Parcels and Condominiums	9,281,600
Destroyed Property	<u>(1,131,833)</u>
	\$ 20,556,184

<u>Profile of Taxable Real Property - Land Use (January 1, 1984)</u>					
<u>Use</u>	<u>Acreage (A)</u>	<u>Total Value</u>			
1. Vacant Land	7,209	\$ 14,521,959	47.2%		4.1%
2. Dwellings	5,115	276,976,820	33.5%		77.7%
3. Agricultural/Horticultural	1,210	2,957,980	7.9%		.8%
4. Commercial	1,046	26,719,031	6.8%		7.5%
5. Manufacturing	317	11,727,014	2.1%		3.3%
6. 2-Family Units	282	9,476,316	1.8%		2.6%
7. Mixed (Commercial & Dwellings)	51	1,726,423	.3%		.5%
8. 3-Family Units	41	1,035,626	.3%		.3%
9. Greater Than 3-Family Units	14	1,279,018	.1%		.4%
10. Condominiums	<u>0</u>	<u>10,007,920</u>	<u>0</u>		<u>2.8%</u>
	15,285	\$356,428,107	100.0%		100.0%

Profile of Taxable Real Property - Parcel Size (January 1, 1984)						
	Size (A)	Acreage (A)		Total Value		
1.	$\frac{1}{4}$ and less	148	1.0%	\$ 40,458,003	11.3%	
2.	$\frac{1}{4}$ - $\frac{1}{2}$	357	2.3%	48,613,728	13.6%	
3.	$\frac{1}{2}$ - $\frac{3}{4}$	303	2.0%	27,798,814	7.8%	
4.	$\frac{3}{4}$ - 1	1,111	7.3%	92,306,381	25.9%	
5.	1 - 2	1,196	7.8%	67,210,207	18.9%	
6.	2 - 3	553	3.6%	15,914,935	4.5%	
7.	3 - 5	773	5.1%	15,854,954	4.4%	
8.	5 - 10	1,351	8.8%	16,234,679	4.6%	
9.	10 - 20	1,823	11.9%	8,921,001	2.5%	
10.	20 - 50	2,987	19.5%	16,018,757	4.5%	
11.	50 - 100	1,908	12.5%	3,284,881	.9%	
12.	over 100	<u>2,775</u>	<u>18.2%</u>	<u>3,811,767</u>	<u>1.1%</u>	
		15,285	100.0%	\$356,428,107	100.0%	

Profile of Non-Taxable Real Property - Parcel Size (January 1, 1984)

	<u>Size (A)</u>	<u>Acreage (A)</u>	<u>Total Value (\$)</u>	
1.	$\frac{1}{4}$ and less	3	377,224	.9%
2.	$\frac{1}{4}$ - $\frac{1}{2}$	7	1,433,281	3.4%
3.	$\frac{1}{2}$ - $\frac{3}{4}$	5	562,471	1.3%
4.	$\frac{3}{4}$ - 1	7	372,589	.9%
5.	1 - 2	11	182,602	.4%
6.	2 - 3	21	2,210,285	5.3%
7.	3 - 5	64	1,576,548	3.8%
8.	5 - 10	221	3,097,394	7.4%
9.	10 - 20	380	4,721,706	11.2%
10.	20 - 50	850	20,749,461	49.4%
11.	50 - 100	765	5,929,087	14.1%
12.	over 100	361	781,410	1.9%
		2,695	41,994,058	100.0%

REPORT OF THE BUILDING COMMISSIONER

Permits Issued.....731

Monies Turned Over to Treasurer in 1984.....\$119,380.00

Dwellings	251
Garages	115
Foundations	12
Renovations	52
Decks	26
Commercial	11
Commercial Addition	1
Restaurant Remodel	1
Sheds	26
Solar Collectors	2
Carport	1
Additions	58
Storage	4
Pools	31
Reroofing	20
Stables	2
Screen Houses	2
Signs	24
Stoves	47
Temporary Trailers	2
Ramps	2
Chimneys	9
Siding	12
Razing	8
Greenhouse	2
Antenna Tower	1
Miscellaneous	9

I wish to take this opportunity to thank the residents and Town departments of Westford for the help and cooperation given me throughout the year.

Section 26G of Chapter 545 Massachusetts General Law, which is in relation to sprinkler systems in commerical buildings, was adopted by the Town. I introduced the availability and recommended such a law, due to the importance to a Town with a call Fire Department.

All residents that have wood stoves should have them inspected for safety and this Department will be happy to assist in explaining how to get a safe installation.

It is my request that all residents assist in complying with the Zoning By-Laws with respect to unregistered junk cars.

Respectfully submitted,

Austin R. Fitzsimmons
Building Commissioner

REPORT OF THE PLUMBING INSPECTOR

Plumbing Permits Issued.....506

Fees Collected in 1984.....\$18,222.00

I would like to take this opportunity to give my personal thanks to everyone who helped me in the past year, especially the employees of the Building Department.

Respectfully submitted,

Robert Matley
Plumbing Inspector

REPORT OF THE ELECTRICAL INSPECTOR

Electrical Permits Issued.....560

Fees Collected in 1984.....\$22,130.00

We have had a very busy year, with 251 new homes and all other types of additional electrical work. This department is self supporting as in the past. I want to express at this time my appreciation to all involved for another successful year.

Respectfully submitted,

Dennis P. Kane
Electrical Inspector

REPORT OF THE GAS INSPECTOR

Gas Permits Issued.....391

Monies to Treasurer in 1984.....\$5,770.00

I would like to thank all connected with the Building Department and the Fire Chief for another successful year. I would also like to thank my assistant, Robert Matley, for his able assistance.

Respectfully submitted,

Chester H. Cook, Jr.
Gas Inspector

CEMETERY DEPARTMENT

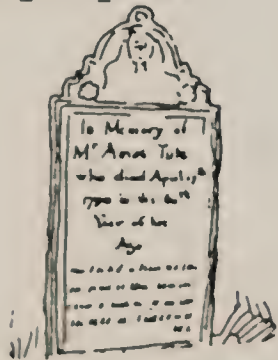
Our five-year plan for beautification of the four cemeteries in town continues. Additional trees, flowering shrubs and gardens are added each year as funds become available. We used \$1,400 from memorial funds established in the past for the plantings during 1984. We are grateful for the gift of \$1,500 from the estate of Charles H. Colburn as a family memorial fund.

A three-bay maintenance building was erected this year using the appropriated sum of \$20,376. An advertised bid of \$46,700 was rejected. A most satisfactory building was erected by Supt. Robert Armstrong with the aid of a local contractor, using the same plans and specifications, at a saving to the town of \$26,324. Sufficient funds were left over to remodel the former tool house into an attractive office, the first ever for the department.

While the number of burials over the past five years has remained fairly constant, we should look ahead immediately for a new cemetery as Fairview cannot be expanded and the other old cemeteries where space is very tight is being reserved for members of those families already interred.

With Westford's rapidly expanding population, it is inevitable that a new "burying ground" will be needed within a few years. As it takes a number of years to properly develop and landscape a virgin piece of land, a search for a new location is now imperative.

The Commissioners recommend town-owned land on Forge Village Road opposite the Water Department, which also abuts Patten Road. The soil is sandy for easy excavation. The interior of the plot could be laid out for graves, leaving a circle of pines now standing as a buffer between the two highways. It would be a serene and beautiful spot for the final resting place for our townspeople.



Burial Statistics		
Calendar Year	In Ground	Cremations
1984	39	1
1983	33	1
1982	32	2
1981	37	2
1980	34	5

The grout on a section of the cut-granite wall at Fairview, constructed in 1937, was repaired.

CEMETERY COMMISSIONERS

Brian L. Vaughn, Chr. Gordon B. Seavey Edmund Szylvian

CONSERVATION COMMISSION

1984 was a year in which the Conservation Commission and Westford citizens worked together to preserve six parcels of open space, totalling 192 acres. In the face of continuing intense developmental pressure, Town Meeting members approved the expenditure of funds to purchase a 14.6 acre woodland parcel abutting the Lowell Road Mill Pond Conservation Area, and to support Westford's first two APRs, on the 65 acre Reid orchard and the 68 acre Fletcher dairy farm. It is expected that the present broad-based support for open space acquisition will continue. Planning for future open space, aquifer protection, recreational needs, and water resource preservation are major components of functioning town growth committees, particularly the Route 40 Committee, the Selectmen's Master Plan Committee and the committee updating Westford's Open Space Plan. Continuing efforts in this area will be a major focus of the Commission's future work.

Administration of the Massachusetts Wetlands Protection Act (MGL Chapter 131, Section 40), requires Conservation Commissions to process applications according to statute. Such processing in 1984 included: reviewing 26 Requests for Determination, conducting 47 public hearings or continuations and visiting 107 construction sites. Additionally, one case was appealed to the Massachusetts Department of Environmental Quality Engineering, with DEQE upholding the Commission's action; and the Commission brought suit in Ayer District Court against one violator, with the criminal complaint being dropped following compliance. A workload of this magnitude has required establishing close working relationships with the Building Inspector, Board of Health and Planning Board in order to most efficiently serve the taxpayers, volunteer board members and applicants. Reliance on professional consultants and knowledgeable office staff continues to measurably add to the expertise of commission members.

Additional 1984 items of interest include:

1. A continuing maintenance program at the Grassy Pond Conservation Area Life Course Exercise Trail by the Rotary Club, with considerable expenditure of time, energy and money.
2. Two acres of woodland being consumed by fire at the Lowell Road Mill Pond Conservation Area.

3. A contract being awarded to Baystate Environmental Consultant, Inc. to conduct the Forge Pond Diagnostic feasibility study under the Massachusetts Clean Lake Grant received in 1983. An unfortunate amount of "red tape" has considerably slowed this project.

4. The establishment in 1984 of the Westford Land Trust, a private citizens group. The Land Trust has provided important assistance to the Commission during the year.

5. The year-long planning effort of updating Westford's Open Space Plan. It is expected that the updated Open Space Plan will be accepted by the Massachusetts Secretary of Environmental Affairs Office in 1985.

The Commission greatly appreciates the support shown to us by civic organizations and residents during 1984. Such support makes much of the work possible.

Patricia P. Loring, Chairman
William McClellan, Vice-Chairman
Chester Cook, Secretary-Treasurer
Richard Emmet
Marlene Mallory
Arnold O'Brien
Louis Oliver

REPORT OF FIRE DEPARTMENT CALLS - 1984

Ambulance	545
Requests for ALS	150
Ammonia Leak	2
Assistance	15
Appliance	8
Boiler Problem	9
Bomb Threat	2
Box Alarms:	
Trouble	108
False	47
Tests	104
Brush & Grass	45
Building	13
Car & Truck	40
Chimney	19
Downed Wires	8
Dumpster	2
Electrical Problem	5
False (Telephone)	18
Fire Drills Schools Recorded	22
Gas Leak	3
Gas Grill	2
Investigation	24
Lightning Strikes	3
Motorcycle	1
Non-Permit Fires	12
Permit Fire Out of Control	2
Rescue (Auto)	6
Rubbish	5
Station Standby (Storm)	3
Truck Standby	6
Washdown	11
Water Problem	41
Woodstove	1
Agricultural Burning Permits	16

Dog Officer's Report For 1984

Complaints	1737
Calls for information	311
Leash Law violations	439
Lost Dogs	261
Dogs picked up	314
Dogs returned	247
Dogs Destroyed	56
Dogs Found homes for	11
Trips to Veterinarian	34
Dogs struck by cars	19
Trips to Lowell Humane Society	12
Trips to Schools	81
Trips to Ayer Court	48
Trips to Superior Court	3
Cases turned over to County Dog Officer	1

Reimbursement from County	\$1723.00
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I wish to thank the Board of Selectmen, Assistant
Dennis Courchaine, Albert Picking, the Police Department,
Dog Officers from Neighboring Towns, The Town Clerks, for
there assistatance and the cooperation of the Lowell
Humane Society.

Respectfully Submitted

William C Mac Millan

William C. Mac Millan
Dog Officer

Domestic Burning Permits (1/15-5/15)	959
Various Other Permits	38
Fire Alarm Inspections:	
26F (Resale)	232
26B (New Construction)	220
Oil Burner Inspections	55

MUTUAL AID

TO:

Groton	2 (Fire Company)
	1 (Ambulance)
Littleton	2 (Fire Company)
	1 (Ambulance)
Lowell	1 (Fire Company)

FROM:

A-Medic (Lowell)	1 (Ambulance)
Billerica	1 (C.D. Lighting Unit)
Carlisle	1 (2 Tank Trucks)
Chelmsford	1 (Fire Company)
Groton	1 (Fire Company)
Littleton	3 (Ambulance)
	2 (Fire Company)
Red Cross Disaster Unit (Lowell)	1

Financial Report of the Westford Ambulance Fund Inc.

July 1, 1983 - June 30, 1984

STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE ARISING FROM
CASH TRANSACTIONS - June, 1984

<u>ASSETS</u>	
<u>TOTAL ASSETS</u>	<u>\$ 91,906.</u>
<u>LIABILITIES AND FUND BALANCE</u>	
<u>TOTAL LIABILITIES</u>	<u>\$ 0</u>
Fund Balance	<u>\$ 91,906.</u>
<u>REVENUE COLLECTED</u>	
Memorials	\$ 7,088
Interest Income	8,329
Donations and Annual Drive	3,775
Membership Dues	<u>15</u>
<u>TOTAL REVENUE COLLECTED</u>	<u>19,207</u>
<u>EXPENSES PAID</u>	
Ambulance Purchase *	42,818
Bond Insurance	54
Office Supplies and Equipment	225
Professional Fees	520
Postage	474
Filing Fees	45
Annual Meeting	<u>350</u>
<u>TOTAL EXPENSES PAID</u>	<u>44,486</u>
<u>EXCESS OF EXPENSES PAID OVER REVENUE COLLECTED</u>	<u>25,279</u>
Statement of changes in fund balance arising from cash transactions arising from cash transactions for the year ended June 30, 1984.	
FUND BALANCE - JUNE 30, 1984	<u>\$ 91,906</u>

CASH

The cash balance at June 30, 1984 consists of the following:

Savings Account - Middlesex Savings Bank ----- \$ 6,862

CERTIFICATES OF DEPOSIT

The Corporation had the following certificates of deposit at June 30, 1984:

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>Amount</u>
Middlesex Institution for Savings	4/30/86	10.50%	75,044
Middlesex Institution for Savings	2/8/85	10.25%	10,000
			\$85,044
	<u>TOTAL</u>		<u>91,906</u>

AMBULANCE PURCHASE

In July, 1983, the Westford Ambulance Fund, Inc. purchased a 1983 Chevrolet Rescue Ambulance costing a total of \$42,818 from the Wheeled Coach Sales of New England, Inc. This ambulance was donated to the town in order to provide services to benefit the general public.

BACKGROUND OF CORPORATION

Westford Ambulance Fund Inc., was incorporated on July 12, 1972. The primary purpose of this non-profit corporation is to aid in the purchase of new or used ambulances and accessories and equipment incidental thereto, with the primary objective of donating such ambulances to the town of Westford for the support and advancement of the ambulance services provided by the town for the benefit of the general public.

REPORT OF THE WESTFORD AMBULANCE FUND INC.

We have been most fortunate in Westford to have the continued support of its residents, businesses and organizations, our appreciation and a sincere thank you to each and everyone.

The Board of Directors and its membership would also like to thank Fire Chief, George Rogers and the the Emergency Medical Technicians for their skill and dedication..

Financial support given through memorials and donations are enabling the ambulance fund to maintain the goal of providing the ambulance vehicles and related equipment necessary for Westford to provide the very best Emergency Medical Service available to its residents.

Respectfully submitted:
Westford Ambulance Fund Inc.,
Board of Directors:

Harold A. Fletcher, President
George Haley, Vice President
JoAnn McAllister, Secretary
Nancy Grant, Treasurer
Peter Dennechuk
Robert Doyle
Kevin Waitowicz

Westford Housing Authority

The Westford Housing Authority was elated to be selected in the first round of funding from the State to build additional elderly housing units as well as begin a program of family units. After weeks of preparing the proposal, we received notice in May of acceptance. Since that time, we have been extra busy in the initial planning stage of selection of an architect, an attorney, a Citizens Advisory Committee, a schematic design, and signing contracts.

Our Citizens Advisory Committee was selected in July. Their function is most important in helping the Authority develop local commitment and support for the Sargent School project and bringing community interests to the attention of the Authority. Selected to serve on this Committee are: Geoffrey Hall, Selectman; Peter Fletcher, Planning Board; Chester Cook, Jr, Conservation Commission; Grace Basner, Methodist Church Committee; John Healy, Jr, abutter/neighborhood contact; and Albert Parent, President of our Tenant's Organization.

We are progressing on schedule with a design for six family units, twelve elderly units (two barrier-free), and a Community Building on the vacant land and ten elderly units in the Sargent School.

During this past year we have had an energy audit completed, organized a spring clean-up program with volunteers from church groups and other organizations, had cable TV installed in all apartments, completed phase II of our landscape plan with the help of the tenants and the Westford Garden Club, was approved for a youth worker for eight weeks under the Job Training Partnership Act, hired a clerk-typist for ten hours per week, completed the annual rent redeterminations, updated the waiting list, made the annual unit inspections, had a State Audit in May for the period July 1, 1981 through December 31, 1983 with no unsatisfactory findings, and submitted a Modernization Proposal for future modernization work as additional monies become available.

Members of the Authority attended several meetings at the Executive Office of Communities and Development in Boston as well as a conference in October on "Enhancing Local Capacity to Manage Housing Resources Effectively". Our maintenance personnel attended a maintenance clinic in August.

Our present Authority consists of: Mary E. Smith, Chairman; William C. MacMillan, Vice Chairman; Lorraine McElroy, Treasurer; Richard McNeil, Member (appointed to fill the vacancy of Shirley Anderson who resigned on July 13, 1984); and Felix Perrault, State Appointee, re-appointed to serve a second term which expires August 7, 1988.

The residents are very active holding regular monthly meetings planning activities of their own as well as participating in activities of other groups and organizations.

Thanks go to all townspeople as well as outsiders who have contributed in making our work and the tenant's life more rewarding.

Respectfully submitted,
Edith M. Lowney,
Executive Director

ANNUAL REPORT
WESTFORD BOARD OF HEALTH

At the first Board meeting following the annual Town election, the Board organized as follows: Charles. G Colburn, MD, Chairman, Carolyn E. Cochrane, PhD, Vice-Chairman, Charles S. Landino, Secretary, Charles A. Menzie, PhD, and Mark W. Mulligan complete the Board membership. Josephine A. Pioli continues as Secretary to the Board.

The Office is open from 8:00am to 1:30pm, Monday through Friday. In addition, the Secretary attends all meetings of the Board. The Board has held additional meetings on the first Monday of the month to evaluate the service provided to the Town by Nashoba Associated Boards of Health, and to consider possible alternative ways to meet the Town's Public Health needs. The Board will report to the Town and make recommendations in this regard at the Annual Town Meeting in May.

The tremendous amount of building activity in the Town has placed a very heavy burden on the Board Secretary as well as the Sanitarian assigned to Westford by Nashoba. Michael Graf, who had been the Sanitarian in Westford for several years resigned to take a better position in a nearby town. His place was taken by Christina Azzarito, who just graduated from college and new to both Nashoba and Westford. Chris worked very hard but with the pressure and volume of the work found it almost impossible to keep up in a timely fashion. Chris accepted another position in the general area in January and has now been replaced by Michèle Pitoniak, another newcomer to the Westford scene.

Because the local Board of Health has legal authority to adopt more stringent local rules and regulations in addition to Title 5 of the State Environmental Code, a Marginal Land Study Committee was formed in the fall of 1983, and still continues. New local rules and regulations regarding minimum requirements for the Subsurface Disposal of Sanitary Sewage have been adopted by the Board. A pamphlet listing the local Rules and Regulations can be obtained at the Health Office.

The Health Fair held April 7, 1984 at the Roudenbush Community Center was well attended and well received. Special credit goes to Board member Carolyn Cochrane who gave many hours of her time organizing the Fair and making arrangements for the many participants.

The Lowell Visiting Nurse Association (L.V.N.A.) continues to provide nursing services to the Town as indicated in previous reports. The Board has been evaluating L.V.N.A.'s performance and feel that nursing services can be supplied better and at less cost by contracting directly with an experienced community nurse. This change will be reflected in the Board of Health budget at Town Meeting.

Action by the Board under its responsibility for enforcement of the Groundwater Protection Bylaw led to a complete revision of procedures for handling hazardous materials as well as construction of a new storage/containment area by a local industrial firm which was fully cooperative. A complaint alleging illegal disposal of hazardous waste by a local printer was investigated with major help from Hazardous Waste Coordinator, Dennis Lawler. The investigation showed no violation of the Bylaw. We thank Dennis for his valuable help.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "C. G. Colburn M.D.", with a stylized flourish at the end.

Charles G. Colburn, M.D.
Chairman

NASHOBA ASSOCIATED BOARDS OF HEALTH

WHO CARES ABOUT YOUR HEALTH?

WE DO! We are the Nashoba Associated Boards of Health, a unique public health agency, founded in 1931. We are an association of 15 boards of health, including yours. In 1984, Nashoba provided the following services to your Town:

Nashoba Nursing Service

The Nashoba Nursing Service cares about meeting the home health needs of our area's residents. The Nursing Service provides skilled nursing, social work, physical, occupational, and speech therapies and home health aide care in the homes of our patients. We accept Medicare, Medicaid, Blue Cross, other health insurances, and private pay. We reduce certain fees for people who are unable to pay.

The Nursing Service also cares about promoting good health and preventing the spread of disease. We offer screening in clinics held in each community. We visit people needing help with newborns, prenatal care, health teaching and communicable diseases. These services are provided without charge by the board of health.

Medical-Social Work Services

Nashoba's medical-social workers care about the total health of area residents. We work to integrate all aspects of individual well-being: psychological, social, emotional, and physical. Support groups are held throughout Nashoba towns to assist people with special problems and to emphasize the concept of wellness. Wellness is a way of looking at all the factors that affected health: emotions, self-esteem, exercise, diet, relationships, purpose and meaning in life, stress reduction, and play.

Nashoba's social workers also offer individual, couple, and family counseling. We provide information and referral service to assist residents in finding the services they may need. In 1984, our social workers performed:

	Nashoba District	WESTFORD
Visits	950	38
Support Groups	67	

Dental Health Services

Nashoba's dental hygienists care about the dental health of the school children in the Nashoba Health District. We offer children in Grades 2, 4, and 6 free oral screening, teeth cleaning, and topical fluoride treatment. Children in other elementary grades are screened for dental health problems. All elementary school children participate in a dental health education program which emphasizes daily brushing, flossing, good diet, and regular visits to the family dentist. In 1984, our program had:

	Nashoba District	WESTFORD
Eligible Students	6128	1037
Number Participating	3967	486
Number Referred to Dentist	924	188

Environmental Health

Nashoba's sanitarians care about your environment. We enforce State regulations governing safe and sanitary housing, swimming pools, bathing beaches, and recreation camps for children and for families. We inspect restaurants and retail food stopres. We enforce laws to prevent health hazards and nuisances from happening.

We care about the future of your environment by carefully reviewing all lots of land where septic tank sewage disposal systems are to be installed. We also have a laboratory where we test private wells for bacterial contamination. Our laboratory staff also tests bathing beach and swimming pool water for purity.

In 1984, our sanitarians performed the following inspections:

	Nashoba District	WESTFORD
Food Service Inspections	260	40
Well Inspections/Samples	1415	172
Bathing Beach & Camp Inspections	381	48
Nuisance Investigations	322	50
Housing Inspections	287	20
Other Inspections	264	39
Public Drinking Water Samples	283	-
Sewage Disposal System Inspections	5212	812

Rabies Clinics

Nashoba even cares about the health of your pets. Each spring, we hold rabies immunization clinics for dogs and cats. In 1984 we immunized:

	Nashoba District	WESTFORD
Number of dogs/cats immunized	922/117	105

J. David Naparstek
Director of Public Health

Gentlemen:

I am pleased to submit herewith my annual report as Superintendent of Streets, Parks and Landfill.

The following work was done by the Highway, Park and Landfill Departments during 1984 and 1985.

Snow and Ice Removal

This year 1,893 tons of salt and 6,996 cubic yards of sand were used on the streets in town.

The following are the major times the Highway Department was out for storms:

December 3	Freezing Rain	Sanded
December 6	Snow 4"	Salt, Sand & Plowed
December 15	Freezing Rain	Salt & Sand
December 19	Rain to Snow	Sanded
December 21 & 22	Snow 4"	Salt, Sand & Plowed
December 28	Freezing Rain	Salt & Sand
January 1	Freezing Rain	Salt & Sand
January 2	Freezing Rain	Salt & Sand
January 5	Snow	Salted
January 7	Light Snow	Salt & Sand
January 8	Snow 3½"	Salt & Plowed
January 17 & 18	Snow 2"	Salt & Plowed
January 19	Snow 2"	Salt & Plowed
January 25 & 26	Snow 2½"	Salt & Plowed
February 1	Snow	Salt & Sand
February 2	Snow 4½"	Salt, Sand & Plowed
February 6	Snow 4"	Salt, Sand & Plowed
February 7	Snow 1"	Salt & Sand

Town Roads

This year 725 tons of Bituminous Concrete and 583 tons of stone and gravel were used on Town Roads.

Wages for all streets that were resurfaced under materials were taken out of the Town Roads account.

Regular maintenance under this account were the cleaning of catch basins and manholes, cleaning drainage ditches, cutting brush, repairing guard rails, patching, sweeping and picking up trash along road sides. Graveling and grading all town gravel roads, installing berm and cutting and clearing trees from roadways during and after storms.

Materials

The following streets were resurfaced with asphalt and treated stone:

North Street		11,053 sq. yds.
Concord Road		33,362
Dunstable Road		19,272
Tenney Road		10,509
Long sought for Pond Road		2,032
Keyes Road		17,193
Elm Road		6,113
Oak Road		3,520
Academy Drive		4,642
Depot Street	Bit. Conc.	7,605
Oak Hill Road		1,261
Gould Road		6,329

Drainage

Providence Road	30' of leach pipe	
Lillian Road	50' of leach pipe	
Groton Road	700' of 12" leach pipe	2 catch basins
Oak Hill Road	295' of 12" R.C.P.	1 catch basin 1 manhole
Pine Ridge Road	30' of leach pipe	1 catch basin
Broadway Street		1 catch basin
Hildreth Street	30' of 12" pipe	2 catch basins

Landfill

This year the work at the Landfill consisted of; excavating, hauling of fill and covering the materials coming into the Landfill.

Park Department

This year the Whitney Playground, Town Commons, Monuments, Library and the Graniteville, Forge Village, Nabnasset and Parkerville ball parks were limed and fertilized. All shrubbery was trimmed and the grass cut and raked.

For Memorial Day, geraniums were placed on the Town Commons and on the monuments.

Sand was hauled into Edwards Beach and the Forge Village beach.

Chapter 732 Acts of 1981

Forty-two hundred feet of Groton Road was resurfaced with bituminous concrete. Drainage was installed and three foot gravel shoulders were built.

Chapter 329 Acts of 1980

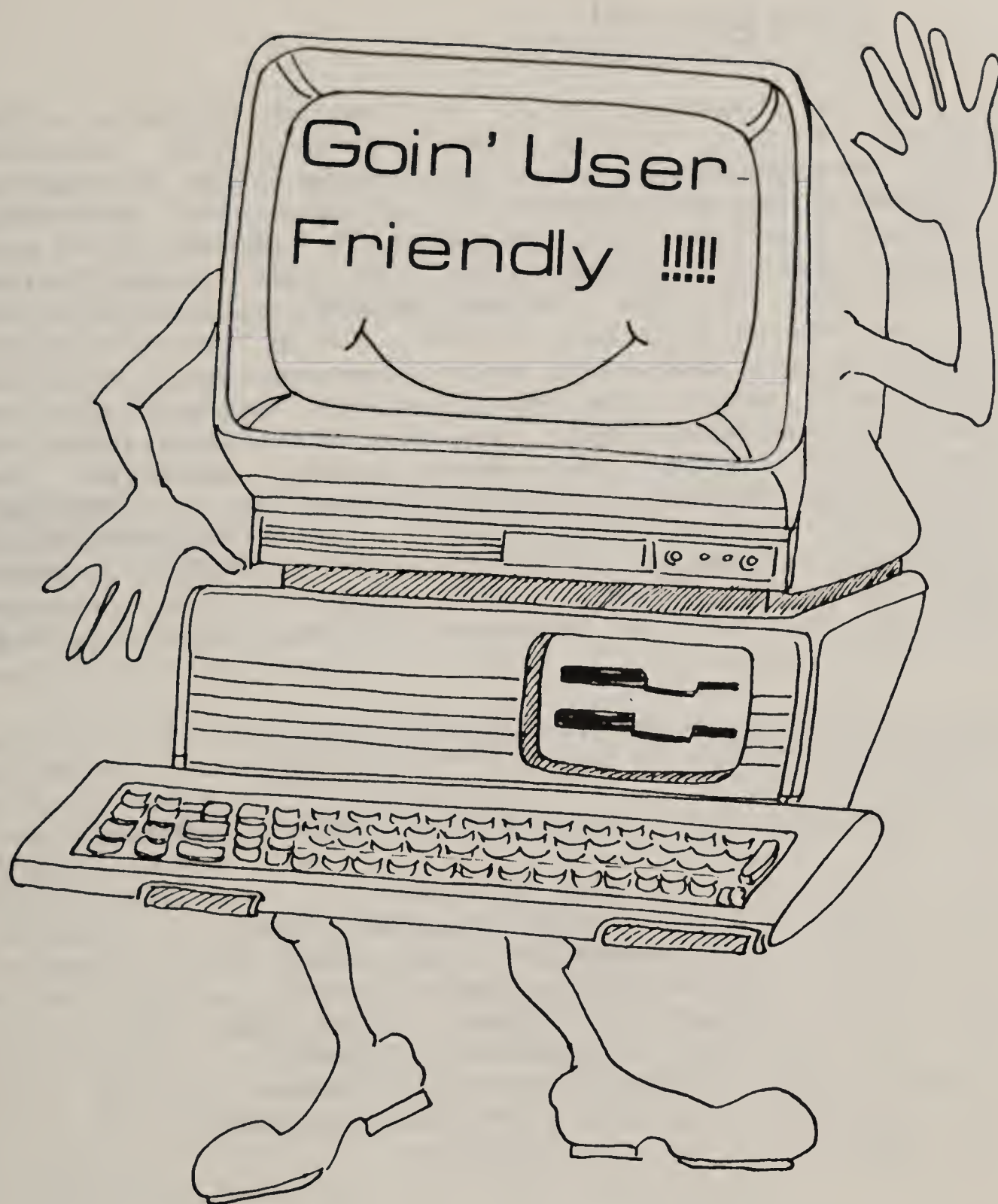
Thirty-eight hundred feet of Groton Road, from the Westford-Groton town line easterly, was resurfaced with bituminous concrete. Drainage was installed and three foot gravel shoulders were built.

Chapter 289 Acts of 1983

Four thousand feet of Groton Road, starting at North Street and going easterly, was resurfaced with Bituminous concrete. Drainage was installed and three foot gravel shoulders were built. There is one section of Groton Road left to resurface and that section will be done in the Spring of 1985. In the Fall of 1985, we will start the resurfacing of Carlisle Road with State monies.

Respectfully,

George W. Wyman
Superintendent of Streets



*J. V. Fletcher Library
Annual Report
1984*

Goin' User- Friendly!

...is the theme of the J. V. Fletcher Library's 1984 Annual Report as the library enters the "computer age" through Phase II of its three-stage Automation Program! Registration of patrons is currently underway, as we issue new plastic library cards with "zebra bars" readable by the new computerized circulation system. We enthusiastically enjoin all our patrons to come and sign up for a "user-friendly" card -- you are not only signing up for those privileges which you have always enjoyed at the Fletcher Library, but also for user privileges at the twelve other libraries which comprise the Merrimack Valley Library Consortium -- ANDOVER, BILLERICA, CHELMSFORD, DRACUT, HAMILTON, HAVERHILL, LAWRENCE, LOWELL, METHUEN, NORTH ANDOVER, NORTH READING, and WENHAM! Your library has expanded thirteen-fold -- come discover our new "user-friendly" services and savvy!

Numbercrunching

HOW DID THE J. V. FLETCHER LIBRARY HANDLE:

4767 RESERVES
21,302 REFERENCE QUESTIONS
2,888 MUSEUM PASS USERS
286 INTER-LIBRARY LOANS
100,200 MATERIALS CIRCULATED
234 CHILDREN'S PROGRAMS
10,200 REGISTERED PATRONS
474 MEETING ROOM RESERVATIONS
???????

ONE AT A TIME!!!!!!

Programming

"User-friendly" is what ALL our Library Programs are -- especially our successful children's programs. "BE A MARATHON RUNNER" was the Olympic theme in 1984, with over 3,000 books read by young Olympic readers. The Olympic Book Club boasted 150 members who read their way through the hot months with our hot new titles!

Crafts, movies, storyhours, mime and puppetry drew youngsters throughout the summer; "Jabberwocky Theatre Duo," "Bill Harley, Folksinger" and "Dan Grady, Vaudevillian" were among the "Olympic" quality performers who regaled Westford youngsters!

Throughout the year, over 300 pre-schoolers attended our ever-popular Story Hour Program. "West of the Moon" storytellers, "Smokey the Bear," and author Carol Carrick presided at busy School vacation programs. Library youngsters attended dance workshops, movies, crafts hours, sign language classes, origami workshops and club meetings -- the computer and sign language clubs. Young artists participated in the Edgar Allan Poe art contest -- creating artwork inspired by the library collection on Poe.

East met West at our adult "Samurai Film Festival," an excursion into classic, foreign cinema. The Free Antique Appraisal, sponsored by the Library Trustees, again separated trash from treasure, as local patrons brought items for professional appraisal. At our "Building Blocks for Reading" workshop, parents and professionals met for discussion of early-learning and pre-school literacy skills. This workshop highlighted the new "Raised-to-Read" collection housed in the Judy Proia Story Hour Room. Additional new collections (generous by-products of 1983 grants funding), are the "Adult New Reader" literacy collection (Massachusetts Board of Library Commissioners L.S.C.A. Funding) and the Ethnic, Minority and Utopia collection funded by the National Endowment for the Humanities.

New programs and services introduced in 1984 at the Library include: the Artist-of-the-Month Series (contact us for gallery and exhibit space!); the Friends' Rental (bestseller) Collection; videocassettes for loan; circulating "Sunshine Kits" and puzzles from the Children's Collection; and, new photocopying capability for the library's collection of microfiche and microfilm. Additionally, the library introduced full-time reference coverage this year and implemented a sorely-needed Library Page program providing employment for Westford teen-agers.

Spreadsheet

J. V. FLETCHER LIBRARY FISCAL EXPENDITURES, FY1984

RECEIPTS

Salaries, Operating and Capital Budgets:

Town Appropriation	210278.07
Operating Expenses	47356.07
Salary Budget	137922.00
Capital Budget	25000.00
TOTAL APPROPRIATED	210278.07

EXPENDITURES

Salaries & Wages	\$133992.50
Books	19993.00
Standing Orders/Reference	5067.34
Periodicals	2491.78
Records/Cassettes	1016.17
MicroProducts	269.79
Binding	126.70
Publicity	566.28
Office Supplies	981.13
Library Supplies	1856.48
Janitorial Supplies	1247.18
Postage	712.23
Bookmobile	567.10
Personal Auto	221.36
Telephone	2544.98
Line Charges	366.00
Insurance	913.00
Conferences	15.00
Prof. Journals	335.00
Equipment Repair	1939.82
Electricity	3300.05
Oil	2698.48
Water	<u>44.00</u>
TOTAL EXPENDED	181348.37
TOTAL UNEXPENDED	.20
Capital Automation Project (On-going)	<u>8163.88</u>
To be Expended	16836.12
TOTAL EXPENDITURES	\$189512.25

Enhancements

The J. V. Fletcher Library owes a deep debt of gratitude to those organizations and individuals who volunteered and invested time, money and energy in the ENHANCEMENT of our public library services! Six adult volunteers and twelve junior volunteers performed loyally and laboriously throughout the year, helping the library to actualize dreams, programs and services. In addition, the following groups donated creative drive, time, funds, and goodwill in their efforts towards helping us realize a QUALITY LIBRARY. The Library Board of Trustees and the Library Staff wish to take this opportunity to recognize the generosity of the following groups:

The FRIENDS OF THE LIBRARY for their on-going invaluable support of, and participation in, quality library public service. This year we are especially grateful for the following items, made possible by the membership dues and fund raising efforts of the Friends:

- Microfiche/film Reader-Printer
- Family Pass to the New England Aquarium
- Reference Desk and Chair
- Window shades for Staff Areas
- Circulating Puzzle Collection
- Friends' Rental (bestseller) Collection
- Telephone Directory Stand
- ALA Openers Newsletter
- Hornbook Children's Newsletter
- Promotional and Publicity Fliers

The WESTFORD JUNIOR WOMEN'S CLUB has generously continued to fund the pass to the Boston Children's Museum and, in addition, presented the following to the Fletcher Library:

- Sunshine Kits
- Custom Record/Cassette Bin
- Commemorative Books, presented in honor of Westford newborns

The WESTFORD GARDEN CLUB continues to beautify the library with floral arrangements and greenery and provided a festive holiday decor during the December Holiday Season. Our on-"growing" thanks!

The WESTFORD GIRL SCOUTS coordinated a variety of library service projects to promote library programs and collections. This group donated time and energy for the creation of library displays and decorations, donated a Scouting collection for circulation, and provided a wealth of craft materials for use in pre-school library programs.

SMALL BUSINESS SYSTEMS GROUP deserves our generous ongoing thanks for the gift of the Osborne I microcomputer used exhaustively by the Director for all correspondence, files and payroll accounts. This USER-FRIENDLY gesture launched the automated age at the library -- our enduring THANKS.

A special thanks to Margaret Judd for her donation (and creation!) of stuffed animals and puppets now delighting our storyhour participants!

Memory

A special thanks goes out to those friends, families and loved ones who generously donated commemorative or memorial gifts to the J. V. FLETCHER LIBRARY MEMORIAL BOOK ACCOUNT. This newly-created book fund offers Westford families the opportunity to turn a private gesture into a public good, by donating to the library either volumes or funds in memory of a loved one. We plate all purchases as Memorial Gifts or Commemorative Gifts. For your sharing with the greater Westford public, we thank you.

Upgrade

THE LIBRARY BOARD OF TRUSTEES

In October 1984, Ellen Downey Rainville was appointed Director of the J. V. Fletcher Library. Francesca L. Denton resigned after seven years of dedicated and creative leadership which brought the library to the brink of several new undertakings. Ms. Rainville's twelve years with the Fletcher Library, especially her experience as its Assistant Director, assures the strong leadership and technical expertise necessary to manage a complex department, including the developing Automation and Building Expansion programs.

Both programs -- Automation and Building Expansion -- continue as the major goals of the Board of Trustees for the coming year. We must continue to develop our communications network to insure access to and compatibility with other informational systems. The Building Program has progressed from three years of fact-finding and needs assessment into the preparation of a professionally-designed building space program. With the \$12,000.00 May 1984 Town Meeting allocation for this study, the Board hired Francis P. Keough, Library Planning Consultant, to prepare the building space program, and Mr. Robert C. Abrahamson, Architect and President of Architects Design Group II, Inc. to prepare preliminary architectural designs. The Board, functioning as the Library Building Committee, will decide on the appropriate plans along with input from the Library Liaison Committee, comprised of representatives from all interested Town Boards.

In conclusion, the Board reports the following trust expenditures:

All Purpose Fund (Miscellanea)	\$1838.32
Lecture Fund (Adult & Children's Programs/Museum Passes)	<u>5284.84</u>
TOTAL EXPENDITURES	\$7123.16

Respectfully Submitted,
Mary Ann Finnegan, Chairman
Nancy Russo
Dorothy Swanson
James Healy, Jr.

Richard Joy
Richard Kenyon

REPORT OF THE POLICE DEPARTMENT

ARRESTS.....	291
COMMITMENTS.....	8
FINGERPRINTS, TAKEN FOR CITIZENSHIP.....	3
FINGERPRINTS, TAKEN FOR EMPLOYMENT.....	1
FINGERPRINTS, TAKEN FOR FIREARM LICENSE.....	133
FINGERPRINTS, TAKEN FOR OTHER.....	3
FINGERPRINTS, TAKEN FOR PEACE CORPS.....	1
FINGERPRINTS, TAKEN FOR RACING LICENSE.....	1
FUNERAL ESCORT.....	64
LICENSES SUSPENDED.....	97
PARKING TICKETS ISSUED.....	358
PROTECTIVE CUSTODY.....	57
RESTRAINING ORDERS SERVED.....	48
SUMMONSES SERVED.....	379
V.I.N. CHECKS.....	35
	<u>1479</u>

INCIDENTS INVESTIGATED

ACCIDENT, INDUSTRIAL.....	3
ACCIDENT, MOTOR VEHICLE.....	645
ACCIDENT, RECREATION VEHICLE.....	2
ACCIDENTS, TRAIN.....	1
ALARMS, BURGLAR.....	811
ANIMAL COMPLAINTS.....	51
ANIMAL, CRUELTY TO.....	4
ANIMAL/MOTOR VEHICLE COLLISIONS.....	55
ARSON.....	22
ASSAULT, AGGRAVATED.....	15
ASSAULT, INDECENT.....	3
ASSAULT, SIMPLE.....	21
BOMB THREAT.....	3
BREAKING AND ENTERING.....	98
BREAKING AND ENTERING, ATTEMPT.....	18
BUILDINGS FOUND OPEN.....	182
BY-LAW VIOLATION, BURNING WITHOUT PERMIT.....	4
BY-LAW VIOLATION, ILLEGAL DUMPING.....	2
BY-LAW VIOLATION, ILLEGAL PARKING.....	11
BY-LAW VIOLATION, IMPEDING SNOW REMOVAL.....	22
BY-LAW VIOLATION, JUNK CARS.....	7
BY-LAW VIOLATION, LEASH LAW.....	24
BY-LAW VIOLATION, PUBLIC DRINKING.....	2
BY-LAW VIOLATION, SOLICITING WITHOUT PERMIT....	3
BY-LAW VIOLATION, SUNDAY WORK LAW.....	1
BY-LAW VIOLATION, UNFENCED POOL.....	3
CHILD ABUSE.....	4
DISORDERLY CONDUCT.....	44
DISTURBANCE.....	415
DOMESTIC DISTURBANCE.....	86
DUMPING TOXIC WASTE.....	2
ELECTION LAW VIOLATION.....	1
FALSE ALARM OF FIRE.....	3
FIREARMS VIOLATION.....	69

FIREWORKS VIOLATION.....	25
FIRES.....	215
FORGERY.....	2
FRAUD.....	2
GAME LAW VIOLATION.....	1
GENERAL SERVICE.....	601
GENERAL SERVICE, OTHER POLICE.....	246
HEALTH HAZARD.....	153
INDECENT EXPOSURE.....	9
INJURY TO PROPERTY.....	316
KIDNAPPING.....	2
LARCENY.....	260
LARCENY, ATTEMPT.....	19
LARCENY, MOTOR VEHICLE.....	32
LIQUOR LAW VIOLATION.....	8
LOST CHILD.....	1
MEDICAL EMERGENCY.....	415
MISSING PERSON.....	24
MOTOR VEHICLE, ABANDONED.....	10
MOTOR VEHICLE, DISABLED.....	541
MOTOR VEHICLE, VIOLATION.....	351
NARCOTIC DRUG LAW VIOLATION.....	17
POSSESSION OF DANGEROUS WEAPON.....	6
PROPERTY, FOUND.....	118
PROPERTY, LOST.....	41
PROPERTY, INSECURE.....	35
PROPERTY, RECOVERED.....	82
PROWLER.....	56
RAPE.....	1
REPOSSESSION.....	2
RESTRAINING ORDER VIOLATION.....	7
ROBBERY, ARMED.....	1
RUBBISH DISPOSAL.....	55
SAFETY HAZARD.....	231
STOLEN PROPERTY, RECEIVING.....	3
STUBBORN CHILD.....	1
SUDDEN DEATH.....	4
SUICIDE.....	1
SUICIDE, ATTEMPT.....	5
SUSPICIOUS MOTOR VEHICLE.....	378
SUSPICIOUS PERSON.....	224
TELEPHONE HARASSMENT.....	72
TELEPHONE OBSCENITY.....	22
TRAFFIC HAZARD.....	151
TRESPASSING.....	102
TRUANCY.....	2
	<u>7487</u>

TRAFFIC CITATIONS ISSUED

ALLOWING OPERATION OF AN UNINSURED VEHICLE...	1
ALLOWING OPERATION OF AN UNREGISTERED VEHICLE	2
COUNTERFEIT INSPECTION STICKER.....	2
COUNTERFEIT LICENSE.....	2

DISPLAYING RED LIGHT.....	1
FAILED TO COVER LOAD.....	1
FAILED TO DIM HEADLIGHTS.....	4
FAILED TO DISPLAY REGISTRATION PLATE.....	1
FAILED TO KEEP RIGHT.....	33
FAILED TO NOTIFY OF CHANGE OF ADDRESS.....	1
FAILED TO OPERATE WITHIN MARKED LANES.....	4
FAILED TO REPORT ACCIDENT.....	1
FAILED TO SIGNAL TURN.....	1
FAILED TO SLOW FOR INTERSECTION.....	1
FAILED TO STOP FOR POLICE OFFICER.....	12
FAILED TO STOP FOR RAILROAD CROSSING.....	2
FAILED TO STOP FOR RED LIGHT.....	2
FAILED TO STOP FOR SCHOOL BUS.....	3
FAILED TO USE CAUTION.....	12
FAILED TO YIELD.....	11
FOLLOWING TOO CLOSE.....	6
GIVING FALSE NAME TO POLICE OFFICER.....	1
ILLEGALLY ATTACHING PLATES.....	13
ILLEGAL TURN.....	10
ILLEGAL USE OF STUDED TIRES.....	6
LEAVING MOTOR VEHICLE UNATTENDED.....	1
LEAVING SCENE OF ACCIDENT.....	16
MINOR TRANSPORTING ALCOHOLIC BEVERAGE.....	8
OPERATING AFTER REVOCATION.....	11
OPERATING AFTER SUSPENSION.....	8
OPERATING MOTORCYCLE WITHOUT EYE PROTECTION....	5
OPERATING MOTORCYCLE WITHOUT HELMET.....	3
OPERATING SO AS TO ENDANGER.....	33
OPERATING WITHOUT HEADLIGHTS.....	6
OPERATING UNDER THE INFLUENCE.....	84
OPERATING UNINSURED MOTORCYCLE.....	4
OPERATING UNINSURED MOTOR VEHICLE.....	25
OPERATING UNREGISTERED MOTORCYCLE.....	5
OPERATING UNREGISTERED MOTOR VEHICLE.....	33
OPERATING UNREGISTERED RECREATION VEHICLE.....	1
OPERATING WITH STEREO HEADPHONES.....	1
OPERATING WRONG WAY ON ONE WAY STREET.....	2
OPERATING WITH DEFECTIVE EQUIPMENT.....	16
OPERATING WITH TOO LITTLE TIRE TREAD.....	15
OPERATING WITHOUT AUTHORITY OF OWNER.....	6
OPERATING WITHOUT INSPECTION STICKER.....	156
OPERATING WITHOUT LICENSE.....	46
OPERATING WITHOUT LICENSE IN POSSESSION.....	34
OPERATING WITHOUT REGISTRATION IN POSSESSION..	16
PASSING WHERE PROHIBITED.....	49
RECKLESS OPERATION.....	7
SPEEDING.....	1064
STOP SIGN VIOLATION.....	122
SPINNING TIRES/OBJECTIONABLE NOISE.....	12
THROWING OBJECT FROM MOTOR VEHICLE.....	1
	<u>1923</u>

WESTFORD RECREATION COMMISSION

Youth and adults of Westford were offered 13 activities during 1984. The 9 member Recreation Commission sponsored programs involving more than 1000 participants.

Projects completed this year included lights for the basketball and tennis areas at Old Nabnasset School, scoreboards at the Graniteville baseball complex, new picnic benches at several town fields and final preparation of two new fields at Parker Village to be ready for use in the Spring of 1985.

During the coming year, plans are underway to refurbish Graniteville baseball fields and resurface tennis courts at Graniteville. A Recreation Committee representative is working with the Field Usage Committee which is developing a detailed study of school and Recreation controlled fields. The group will also study field usage, maintenance and future development.

The Commission, which meets every 2nd and 4th Monday of the month in the selectmen's office, welcomes suggestions and comments regarding the town's recreation programs.

ADULT RECREATION

MEN'S SOFTBALL (FAST PITCH)

The eight team fastpitch division played their games at Forge Village field under the lights on Monday, Wednesday, Thursday, with makeup games on Sunday afternoons. The season culminated in divisional playoffs with the winners advancing to the final championship round. First place in the divisions was captured by the Red Line Junction and RS&B Painting. Red Line Junction won the overall championship in an exciting playoff.
Director: Nigel Oughton

MEN'S SOFTBALL (SLOW PITCH)

The over 30, slow pitch division, had 96 players divided into a 6 team league. Games were played at Forge Village Field on Tuesday and Friday evenings with a few games on Sundays. The Franco Club dominated Westford Travel in the final series to win the championship. Westford Anodizing, Move-o-Mat, Parents' Market and the Fletcher Club rounded out the League.
Director: Ed Donnelly.

MEN'S OVER 30 BASKETBALL

The over 30 league began in January and ran through the end of March. There were six teams made up of men who either work or live in Westford. The games were played on Wednesday and Thursday nights at 8:00 pm and 9:15 pm at the Abbot School. The over 30 league sincerely appreciates the efforts of the recreation commission and the school department over this past season

MEN'S RECREATION BASKETBALL

Once again, the Abbot Middle School gym was made available to the adult men of the town on Monday nights to participate in pick up games of basketball. The gym was available from 8:15 pm until 10:15 pm and shower facilities were also available. The season ran from October through April and averaged approximately 20 men per night. There was no registration fee.

WOMEN'S VOLLEYBALL

This program was conducted on Tuesdays from 8:00 to 10:00 pm at the Abbot Gym. This is a non-structured group that includes members of varying interests and abilities. The emphasis is on good exercise and fun. More than 30 women signed up for this activity and although attendance was not required, a sizable group attended each week. The program is open to all women who live or work in Westford.
Director: Marilyn Gloyd

WOMEN'S SOFTBALL

This league enjoyed another successful season playing all of its games at Westford Academy. Three evenly matched teams competed in 1984 and provided some interesting games. First place was won by the Red Line Junction. Each team maintained approximately 15 players. Games were played Tuesdays and Wednesdays during May, June, July and August.
Director: Chris Woznac

MEN'S VOLLEYBALL

This activity continues to be a popular way to get some exercise on an informal basis. The program runs from October through April on Friday evenings at the Abbot Gym from 8:00 pm to 10:00 pm, when school is in session. About 15 to 20 participate on a weekly basis.
Director: Ron Grant

YOUTH PROGRAMS

BASEBALL

Over 500 boys and girls participated in Westford's Youth baseball program. The eligibility age to participate in tee ball was lowered from 7 years to 6 years. The change was met with much enthusiasm by both parents and children. The program would not have been possible without the more than 75 coaches and managers who volunteered their time unselfishly.

Umpires were certified during a four session pre-season school under the direction of Bill Arrington. The league was fortunate to have an excellent umpiring staff.

Major fundraisers for the league were the refreshment stand and the sale of the Westford Trivia Game. The league was able to purchase a new hot dog machine which increased refreshment stand sales substantially. A special thanks to Cindy Micavich who did an excellent job in coordinating the efforts of the stand. The fundraisers enabled the league to provide trophies for league and playoff champions, MVP's and coaches' trophies. Future plans are to help with the refurbishing of the Graniteville fields.

For the first time, the Major League All Star game was televised on Westford's local cable station. Both spectators and participants were very enthusiastic. Play by play and color commentary were provided by Bob DeFilipi and José Ramírez.

The Senior league experienced difficulty in finding two suitable fields to play on. Besides Forge Village, the league normally was given permission to use Westford Academy's Varsity field. However, shortly after the start of the 1984 season, the varsity field was taken out of service for some much needed repairs. The league was forced to play out the rest of the season on both Forge Village and a make shift field at Abbot Middle School.

The WYBL Board of Directors who administered the baseball-softball program included Bill Arrington, Judy Ramirez, Paul Hilcoff, Larry Cormier, Wayne Spiller, Bill Chambers, Sharon Labbe, Bob DeFilippi and Bob Ferreira.

FOOTBALL

The Westford Pop Warner Football team completed its twelfth season in the Wachusett Pop Warner League.

Thirty one boys and twenty seven girls between the ages of 11 and thirteen participated in this program.

The Lions finished the season with a 2 - 6 record in a rebuilding year, and are looking forward to the 1985 season. The season culminated with the annual banquet where trophies and awards were given to the players and cheerleaders. The Lions wish to thank all the volunteers and Westford Recreation Commission for all their support.

Director: Russ Carlson

RECREATION BASKETBALL

During the 1984 season, the Recreation Basketball League was made up of Senior and Junior divisions with separate boys' and girls' teams. There were 13 Senior Boys teams and 12 Junior Boys teams. There were 5 teams each of the Girls Leagues. There were approximately 8 players per team for a total of 280 participants.

The season ran from late November until March. Each team played 12 games and practiced once per week. There was also an All Star game and Bake Sale near mid-season and playoffs for the top 4 teams in each division. Following the season, there was a sports night for each division which was hosted at the VFW in Forge Village.

The Recreation Commission would like to thank the VFW for making its hall available to us, the numerous volunteers without which the league would not run, and the school department for allowing us the use of their facilities. A special thanks to Peter Sloan for his excellent scheduling of referees throughout the season.

Director: Don Porteous

WRESTLING

The wrestling squad had its fifth successful season in 1984. The team had an impressive showing as a member of the Merrimack Junior Wrestling League. Again, many former wrestlers from Westford Academy supported this program by coaching during the season.

Coach: Billy Corr

SUMMER PROGRAMS

BEACHES

This year from late June through Labor Day the beaches at Forge Pond and Edwards operated seven days a week from 10:00 am to 6:00 pm with qualified life guard protection.

The swim program, which ran from July to early Aug. had 405 youngsters enrolled in a successful Red Cross swim program conducted in three separate two week sessions by Red Cross instructors. Courses taught included toddlers, basic beginners, intermediates, swimmers and two life saving sections; basic and advanced.

The required life guard protection included two guards on duty at both locations. Life guards were certified in advanced life saving, CPR, and first aid.
Director: William Barnett

SUMMER PARKS

Robinson, Frost, Cameron, Graniteville, Nabnasset, and Parker Village were the scenes of this year's summer recreation arts and crafts program. 160 youngsters took part in this activity.
Director: John Morris

ACKNOWLEDGEMENTS

Special thanks to all the volunteers and parents who actively contributed to the success of these programs by serving as managers, coaches, boosters, administrators, and officials. Thank you for your time, energy, and expertise. An additional note of special thanks to Clayton Dearth who will be leaving the highway dept. after more than 20 years of service.

Westford School Department
Westford Highway Department and Clayton Dearth
Lions Club
V.F.W. Post #6539
Roudenbush Community Center

WESTFORD RECREATION COMMISSION

William Barnett, Chairman
Greg Boyce, Treasurer
Judith Ramirez, Secretary

William Bryant
Larry Cormier
Paul Hilcoff
Mary Hill
John Krebs
Don Porteous

PLANNING BOARD

At this time last year, I remarked that the Planning Board had just completed a busy year. 1984 has almost doubled the workload of the previous year.

Under subdivision control we have approved eight subdivisions with a total of 165 acres for 85 single lots, which equates to about two acres per lot. This is a 17% increase over subdivision approval the previous year. Of these, three were approved under the cluster development option. We have under consideration at this time a 143 acre parcel for 71 lots under cluster and a 275 acre parcel for about 200 lots.

In the three approved multi-family clusters, Pilgrim Village is 90% sold with completion expected this spring, Blanchard Farms is 60% complete and Hildreth Hills is 50% complete. This alternative to the typical subdivision housing market in Westford has been well received by buyers as witnessed by the fact that the selling prices are higher than those of single family residences. The advantages to the Town are the permanent protection of open space and the trail systems being developed within these parcels.

At Annual Town Meeting in May, voters amended the zoning bylaw to increase open space in commercial and industrial lots to 30% with wetlands qualifying for only 10% of that amount. Unfortunately there are no completed projects that demonstrate this difference as yet, but the Board feels it will mean a significant difference in the density of developments, especially in the smaller lots. A research/office park use was incorporated into industrial and commercial districts to accommodate a new "high tech" type of use while limiting light manufacturing to only 30% of the space. In the residential area, a requirement for 75% of the lot to be high and dry passed; also corner lots were amended to require frontage setbacks on both sides. The Board under its Planning Board regulations increased the requirements for connecting to Town water from areas within 400 feet of existing lines to areas within 1000 feet.

Under Site Plan Approval (any commercial or industrial building over 3000 square feet), we have reviewed 13 site plans: three industrial lots off Route 40 and 10 lots in the Route 110/Carlisle Road area. These include expansions at the Old Oaken Bucket, MassComp, Westford Plaza, Westford Tennis Center, and TES; and a proposed shopping center/supermarket. In the past few months as site preparation has been very active on Route 110 and Carlisle Road for several parcels, we have seen great concern among the residents over the increased development on Route 110 and the increase in traffic.

As we approach the Annual Town Meeting for 1985, the Route 40 subcommittee has completed its work and will be presenting zoning recommendations and map changes for consideration by the Town. The Planning Board would like to commend Tom Paul, Chairman; The Committee; and consultant Peter Wells for their proposal and their hard work.

In response to the concerns of residents over development pressures in Westford, the Planning Board will also be proposing a money article for a master planning study (similar to the Route 40 study) for central and southern Westford. We look forward to presenting these articles to you and serving the Town in 1985.

Leslie A. Thomas, Chairman
Peter Fletcher
Howard Kelly
Denis Maguire
C. Thomas Paul

ANNUAL REPORT
ROUDENBUSH COMMUNITY CENTER

Roudenbush Community Center has its own version of the latest game craze. The rules follow:

OBJECT OF THE GAME: provide a multitude of services to all age groups at the lowest possible cost to the town.

WHO CAN PLAY? Any Westford resident who wants social activities, learning experiences, or health services. Newly appointed Director Martin J. Walsh, head clerk Jean Bratton, and maintenance men Bob Doherty and Jeff Miekke guide you on your way. Mary Malkasian keeps our books in order.

WHO WINS? WESTFORD WINS!!!

Westford wins in health services. During 1984, Roudenbush provided more health services than ever before. Through cooperation with the Board of Health, the blood pressure, TB testing, lead-poison testing, and flu shots clinics are held weekly in our Health Area. They join our long-standing monthly Well-Child clinic and Pap Clinic. Hearing and hearing aid tests began and a cholesterol and glucose screening clinic sponsored by Dr. Warren Morgan were new additions. The high health point of the year was a Health Fair. Sponsored by the Associates under the Direction of the Board of Health, the Fair attracted over 350 people.

Westford wins in services for children. Roudenbush welcomes children over 18 months to Play Group, a morning day care service; pre-schoolers attend our nursery school. In cooperation with the School Department, we offered the Child Assessment Project, a pre-school screening program. Some of these children joined our Chapter 766 approved special needs program which focuses on language and speech development. Director Donna Cormier oversees an excellent staff as they teach 150 youngsters.

Our gymnastics program, now independent of the YWCA, enjoyed a successful first year under Joy Hayes' direction. Over 450 boys and girls received instruction.

Westford wins with expanded hours for the Center. By December 1984, the Center was open 85-90 hours per week. Weekend volleyball and basketball continue all winter while adult program and rentals keep the building open each night. Aerobics, Tae-kwon-do Karate, Nashoba Dog Club and other renters brought \$20,566 to town coffers in 1984.

Westford wins with great programming variety. Jerri Buffo and her "think tank" program committee churn out the 50 program ideas each season that appear in your quarterly brochures. Always mindful of the program's cost, last year 46% of all programs offered were \$12 or less. Many were free. Scholarships funded by the Associates are available to lower the cost of programs.

One of the most popular activities is a RoudenBUS trip. The itinerary included trips to New York for touring to Maine for shopping to the Atlantic Ocean for whale watching.

Westford wins again. Forty-nine Westford residents were employed as teachers, instructors, or staff in 1984.

Westford wins thanks to the Associates. This non-profit fund-raising group pays all capital expenses on the building from furniture to roof repair. Community Commodities offers hand-made consignment items. And each household in Westford receives a free copy of the Westford Directory. Income from the shop, from program profit and the pre-school enabled the Associates to give this prize: a \$19,831 gift to the town equal to the FY85 operating expenses. Add to that figure the \$8,795 in capital items funded by the Associates and the \$20,556 total rentals, and you have the grand total of \$49,192 returned to the town.

Westford won in 1984 with the Roudenbush Community Center. Is there a sequel to this game? Choose from two editions.

Coming soon, with plans begun in 1984, is the Roudenbush Children's Center at Nabnasset, the Old Nab. Given to Roudenbush at Town Meeting, the Old Nab is being renovated for use in mid-1985 for after-school care.

Recognizing the town's growth and the need for expanded programming at Roudenbush, Chairman Bert Russo and his Long Range Planning committee developed plans for better facilities and will present these plans for community input.

As we list all the winners, we must not forget that Roudenbush itself was a winner. Kennet Corporation donated a copier and IBM donated an electric typewriter. We were also fortunate to have the guidance of Director George Pomeroy from 1979-84, a period of substantial growth and program expansion. His careful planning and fiscal responsibility were instrumental in that success.

TO THE CITIZENS OF THE TOWN OF WESTFORD, your School Committee respectfully submits its report.

SCHOOL COMMITTEE

John Kavanagh, Chairman	692-8718	Term expires 1985
Donald Bradanese, Vice Chairman	692-2519	Term expires 1986
Allan Timmins, Secretary	692-2736	Term expires 1987
Judy Culver	692-7433	Term expires 1985
Anthony Martinez	692-6058	Term expires 1987
George Murray	692-2270	Term expires 1986
Joan O'Brien	692-2222	Term expires 1985

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Dr. Everard Nicholson, Superintendent	692-5560
Dr. John Crisafulli, Asst. Superintendent	
Charles J. Fiorino, Business Manager	
William DeRoche, Energy Director	

Joy Shelton, Secretary to Superintendent
Shirley Mantone, Secretary to Asst. Superintendent
Roberta Mack, Receptionist/Secy. to Bus. Mgr.
Alice Watson, Bookkeeper
Blanche Crocker, Asst. Bookkeeper

Dr. Kevin Dwyer, Administrator of Special Education	692-5565
Dr. Jane Coleman, School Psychologist	
Alma Swartz, School Psychologist	
Nancy Ferraro, Team Chairperson	

Joan Chipchak, Secretary to Administrator of Special Ed
Rosalie Milot, Secretary

SCHOOL TELEPHONES

Westford Academy	692-5568	Frost School	692-5594
Music Office	692-5575		
Guidance Office	692-5572	Cameron School	692-5589
Athletic Office	692-5578		
Food Services	692-5576	Nabnasset School	692-5583
Abbot Middle School	692-5580	Robinson School	692-5586
Norman E. Day School	692-5591		

SCHOOL PHYSICIAN

Dr. David Watson, 200 Littleton Road, Westford

692-3161

SCHOOL NURSES

Anne McCusker, RN, Head Nurse, Office: Abbot School	692-2587
Barbara Brewer, RN, Office: Westford Academy	692-2551
Beverly Shepherd, RN, Office: Robinson School	692-2541
Virginia Toupin, RN, Office: Norman E. Day School	692-6391

SCHOOL SESSIONS FOR PUPILS

Westford Academy	Grades 9-12	7:45 AM - 2:30 PM
Late Bus		4:00 PM
Middle Schools	Grades 6-8	8:45 AM - 3:00 PM
Late Bus		4:10 PM
Elementary Schools	Grades 1-5	8:15 AM - 2:00 PM
Kindergarten AM		8:15 AM - 10:45 AM
Kindergarten PM		11:30 AM - 2:00 PM

NO SCHOOL SIGNALS

These consist of two blasts on the fire horn at Westford Center and a long wail on the sirens in the villages, all at 6:30 AM for the high school. The same signals will be used at 7:00 AM for the elementary and middle schools. The following stations carry our no school announcements at 6:30 AM:

WCAP	Lowell	980	WHDH	Boston	880
WBZ	Boston	1030	CHANNEL 4	Boston	
WLLH	Lowell	1400	CHANNEL 5	Boston	

Cable TV

It is the policy of the School Committee to keep schools in session on all days during which it is safe for buses to be operated. The widely varying conditions in the several parts of Westford make it difficult to reach decisions equally fair to all. On days when weather conditions are questionable, parents are urged to exercise their own judgment as to the wisdom of sending children to school.

SCHOOL VISITS

You are welcome in your schools to talk with the school principal and staff whether or not you have children in the schools. However, in order not to interrupt a class, you are urged to: 1) Check in with the principal before visiting a class, and 2) Make an appointment if you wish to discuss your child's progress with a teacher.

SCHOOL ADMISSION

Children are eligible for enrollment in kindergarten in September of the calendar year in which they attain the age of five years; in grade 1 in September of the calendar year in which they attain the age of six years. Birth certificate and evidence of successful vaccination are necessary for registration of any child new in Westford. Those transferring from other schools should present transfer cards.

SCHOOL COMMITTEE MEETINGS

The School Committee meets in regular session, every two weeks on Mondays, except during July, at 7:30 PM. There are also special meetings called from time to time, especially during budget season. Meetings are usually held in Room 114 of the Westford Academy, and are posted at the Town Hall. Public is encouraged to attend.

SCHOOL CALENDAR 1984-85

Fall Term:	September 5 - November 9
Winter Term:	November 13 - January 25
Spring Term:	January 28 - April 4
Summer Term:	April 8 - June 14

Total School Days: 180

June 17, 18, 19, 20, 21 - Make up days for lost days.

Days Omitted

Columbus Day	October 8
Veterans' Day	November 12
Thanksgiving Recess	November 22-26
Christmas Recess	December 21-January 2
Martin Luther King Day	January 15
Winter Recess	February 18-22
Spring Recess	April 15-19
Memorial Day	May 27

1984 OVERVIEW

Pupil enrollment continued to decline, the census count for October 1, 1984, being 2879 versus 2982 one year ago and 3732 in 1975. Ten years ago, the middle schools housed 1082 pupils versus 686 in 1984, and this figure is predicted to continue to fall. Similar decline is predicted for the Academy over the next four years. Although the town continues to grow significantly, there appears to be negative correlation between this and the annual aggregate pupil enrollment, although the size of early grades appears to have bottomed out.

In October 1984 the School Committee reactivated its Citizens Advisory Committee for Organization and set as its task that it should update its prior data; examine additional appropriate data; conduct hearings to establish public opinion; examine implications of change of organization for curriculum and instruction and budgets; then recommend an appropriate organization for the near future years in Westford Public Schools.

Town Meeting 1984 found the community approving a budget short of the amount that would be needed for the following year, due to incomplete negotiations with several of the system's bargaining units. Even at the time of this writing for Town Meeting 1985, negotiations for 1984 have not been resolved with teachers.

The aggregate budget approved in May 1984, \$7,706,125, was 5% higher than the total approved for 1983-1984, which closed with total actual expenditures of \$7,342,910.04. This included a balance of \$138,148, which was spent on items of the succeeding budget for 1984-1985, creating a contingency for expenses that would be expected when negotiations were resolved.

After many years of local busing, the system's contract for regular pupil transportation was awarded to Wellesley Motor Coach Company for the next three years. This was not an easy decision for the School Committee out of respect for the local contractors. The decision was an economic one with over \$300,000 savings to the Town over the life of the contract.

An event of some significance for the future of the schools and its pupils was acceptance by the School Committee of the recommendation of a Citizens' Advisory Committee to provide a functional K-12 program for computer instruction in the schools. Town Meeting 1984 approved a first phase for the middle schools. In addition to \$41,000 of equipment, a full-time teacher and an aide in each of the two schools were funded to provide the program needed for the preparation of youngsters for competition that will face them.

An event of significance for 1984 was the raising of standards in the Academy, as measured by requirements of graduation. Formerly 16 courses included 4 English courses, 1 U.S. History, Physical Education/Health and the remainder in electives. Revised policy for freshmen 1984 requires satisfactory completion of 4 English courses, 3 mathematics, 3 science, 3 social studies including U.S. History, Physical Education/Health, also 6 courses elected from art, foreign languages, music, home economics, industrial arts, business education and work study.

Each year the State sends out equalized data, by which Westford may compare itself with its neighbors. Integrated costs are divided by net average pupil membership for average per pupil costs. Most recent data in hand are:

	<u>FY 82</u>	<u>FY 83</u>
Acton	2614	2886
Carlisle	3285	3639
Chelmsford	2178	2439
Concord	3685	4151
Dracut	2170	2506
Groton	2346	2504
Littleton	2563	3017
Lowell	2559	2437
<u>WESTFORD</u>	<u>2119</u>	<u>2400</u>
STATE	2442	2661

Local commitment may be measured historically by comparing Westford's school annual budgets with the total town budgets.

<u>FISCAL YEAR</u>	<u>SCHOOL BUDGET</u>	<u>TOTAL TOWN BUDGET</u>	<u>%</u>
1979-1980	6,148,572.00	10,387,955.65	59.2
1980-1981	6,763,430.00	11,553,449.68	58.5
1981-1982	6,629,948.00	12,007,630.69	55.2
1982-1983	6,942,219.00	12,544,770.60	55.3
1983-1984	7,343,008.00	13,452,676.59	54.6

PERSONNEL

The year 1984 saw the retirement of Ken Sargent, Administrator of the systemwide services of Special Education in Westford for the past 13 years.

Aggregate professional staff in 1983-1984 was 198.5, and 202 began the year in 1984-1985. Totals of support staff, not including pupil transportation, were 64.5 and 63.8 respectively.

Two sabbatical leaves were approved by way of the budget at the Town Meeting of 1984, awardees being Anna Burgoon, Academy English teacher, and Virginia Lovett, Kindergarten teacher in Robinson School.

Anthony Martinez and Allan S. Timmins were elected to the School Committee, succeeding Douglas Keele and Mary Trubey, who had each served for nine years.

CURRICULUM AND PROGRAM IMPROVEMENT PROJECTS

Dr. John Crisafulli
Director of Curriculum

During the 1983-1984 academic year, curriculum and instructional programs continued to be monitored, re-evaluated, and improved upon. Continued updating of curriculum provides students and staff with a more meaningful and enriched instructional program.

We have been fortunate in Westford to have parents, staff, and students aid the Assistant Superintendent by serving on committees which have led to improved curriculum. We have ongoing advisory and task committees in the areas of basic skills, language arts, math, science, social studies, gifted/talented, computers, comprehensive health and integrated arts (music, art, physical education, practical arts).

During the past two years the Westford Academy staff has been evaluating our existing graduation requirements. This timely analysis has occurred prior to the recent educational reform proposal publications. The School Committee has approved rigorous high school graduation requirements. These new standards are closely aligned or exceed those being suggested by these recent major educational reform reports. We have included a comparison of previous and newly approved graduation requirements.

IMPLEMENTED CLASS OF 1987 GRADUATION CREDIT REQUIREMENTS

	<u>New</u>	<u>Old</u>
* English	20	20
* Mathematics	15	5
* Science	15	5
* Social Studies	15 (U.S. History)	5
PE/Health	6.5	4
Electives	30	-

* These subject areas reflect 5 credits per full year course.

LANGUAGE ARTS

We are continually assessing and improving our total language arts program, grades K-12. In recent years we have implemented a new reading program grades K-6; adopted a coordinated spelling and grammar program; and incorporated advanced English classes for students in grades 8-10.

This past year we have researched approaches seeking to improve student writing and a recommendation will be forthcoming in the spring of 1985. The research indicates that student writing can be significantly improved, but only with staff commitment, proper inservice training, and the implementation of a coordinated system-wide program.

SOCIAL STUDIES

During the fall of 1983 the social studies task group recommended a new social studies adoption for grades K-7. This recommendation was the culmination of our assessing the current program, researching available materials and field testing new programs. The new program selected and approved by the School Committee will require a two year phase-in format. In 1984-85, we will implement the new program in grades 4-7 and in the following year add grades K-3. At the Academy during this past year we began assessing the history and social studies program and course offerings. It is anticipated that during FY 85, if need be, recommendations will be made for School Committee action.

SCIENCE

During the past three years we have updated our current science curriculum. Initially we developed a better coordinated K-5 program by implementing a new science course of study throughout our elementary program. The second phase involved increasing the laboratory segment of our middle school program and thus insuring the same science program at both middle schools. The third phase will involve an assessment of our current high school program. At Westford Academy we will initiate this fall, a college advanced placement course in the area of biology. Participation in this course requires a student to take a college prepared test and, if successful, he/she may receive college credit for this course. Future plans call for expanding the AP offerings to include chemistry.

MATHEMATICS

This past year our task committee has been working closely with elementary staff in determining the relevancy and availability of supplementary materials which could be used in conjunction with the basic math program. The assessment indicated that a need did exist in having more supplemental materials and manipulatives available to better meet the needs of our high achiever math students. The task group researched available materials and provided building administrators and teachers with a list of acceptable supplemental materials which meet this need.

COMPUTERS

During the past two years the School Committee's Computer Advisory Committee has been meeting with staff to determine the future direction of computer usage within our schools. The group recommended and received administration and School Committee approval to implement a total K-12 program. It is felt that in this area of technology we have an obligation to insure that every student prior to graduation be familiar with computers. Students will be instructed in the areas of word processing, problem solving strategies and basic programming. Furthermore, students will have access to the computers for tutorial/remediation and integrated curriculum use. At the spring 84 Town Meeting, a favorable vote supported the direction of our computer program. The plan requires a two year phase-in commencing in the fall of 1984 with two middle school laboratories and accompanying staff. In FY 86 the program may be broadened to include a lab at each elementary school and an expansion of the current high school program.

COMPREHENSIVE HEALTH

In 1984 the School Committee approved an elective K-5 human growth and development program. The staff received appropriate inservice training to insure teacher familiarity with the course of study and associated instructional materials. In addition, all parents were invited to attend an inservice session where staff acclimated them to specific grade level course content. Also discussed was the alternative course of study for those students not electing to participate. The instruction of this program began in all grades during the last quarter of this school year.

In the areas of nutrition, substance abuse, and alcohol we continued to utilize the program and materials developed by the North Central Alcohol Commission and State Nutrition Agency. With the ever increasing awareness and need as expressed by President Reagan and Governor Dukakis, we feel confident that Westford's comprehensive substance abuse and alcohol programs exceed these expectations.

REPORT ON SYSTEM-WIDE TESTING RESULTS

Bruce Cohen
Supervisor

For the 1983-84 school year the Westford Public School system implemented a new testing program. All students in grades 2-7 and 9-10, except those whose educational plans specify otherwise, were tested in reading, language, spelling, mathematics, and reference skills. The test used to measure these skills was the Comprehensive Test of Basic Skills published by CTB/McGraw Hill Company, 1981. These same students' academic learning skills were measured with the Test of Cognitive Skills, published by CTB/McGraw Hill, 1981. The learning skills results can be used to predict how well a student should score on achievement tests.

The Stanford Achievement Testing Program stanine scores are expressed with a scale ranging from a low of one (1) to a high of nine (9), with the value of five (5) representing the average performance for the norm group. Pupils scoring the stanines 1, 2, and 3 are considered to be scoring below the average stanine bands. Those that score in the stanine ranges of 4, 5, and 6 are considered to have average scores. The pupils that score in stanines 7, 8, and 9 are reported as having stanine scores that are above average.

1981 EDITION - COMPREHENSIVE TEST OF BASIC SKILLS
JANUARY 1984

	<u>Westford Stanine Scores</u>							
	<u>Gr.2</u>	<u>Gr.3</u>	<u>Gr.4</u>	<u>Gr.5</u>	<u>Gr.6</u>	<u>Gr.7</u>	<u>Gr.9</u>	<u>Gr.10</u>
Total Reading	6.4	6.1	6.5	6.0	5.6	5.9	6.2	6.0
Total Math	6.4	6.2	6.6	6.2	5.9	5.9	6.5	6.1
No. of Pupils	183	195	225	219	222	240	239	226

COMPREHENSIVE TEST OF BASIC SKILLS NATIONAL PERCENTILE RANK

The national percentile rank score indicates the percentage of students nationally who scored lower than Westford students. The 50th percentile is the average for any grade.

	<u>Gr.2</u>	<u>Gr.3</u>	<u>Gr.4</u>	<u>Gr.5</u>	<u>Gr.6</u>	<u>Gr.7</u>	<u>Gr.9</u>	<u>Gr.10</u>
Total Reading	80%	75%	82%	73%	70%	72%	73%	71%
Total Math	83%	75%	83%	74%	74%	72%	78%	74%

The achievement testing results show that Westford students continue to demonstrate a high scholastic achievement when compared with national scores. In all areas, the grade level stanine scores are higher than the national average. The national percentile rank chart illustrates that Westford, at all grade levels, achieved approximately higher than 75% of students taking the test nationally.

It is a policy of the State Department of Education that every school system develop a Basic Skills Program. The purpose is to assist all students in achieving mastery of basic skills by the time they graduate from high school. Each school district measures the student's mastery of skills and identifies students who need further instruction in these basic skills. The standards are determined by each local school district. Any student who does not pass any area is given appropriate follow-up instruction.

MINIMUM COMPETENCY TESTING 1983-1984

<u>Curriculum Area</u>	<u>Grade 3</u>	<u>Grade 6</u>	<u>Grade 8</u>
Reading	93%	93%	97%
Writing	96%	88%	82%
Mathematics	93%	85%	97%
Listening	96%	94%	100%

SCHOOL HEALTH

Anne McCusker
Head Nurse

All pupils in grades 3, 7, and 11 as well as students participating in sports at Westford Academy are required by State law to have a physical examination. The physical screening is performed by the school physician, Dr. David Watson, or by the family private physician.

Hearing and vision of all pupils are screened annually. The screening is conducted by Mrs. Jane Moore who has been certified as an audio-visual technician by the Massachusetts Department of Public Health. All necessary followup is conducted by the school nurse. Parents are notified if any student does not pass the screening.

Students in grades 5-9 are screened for scoliosis (curvature of the spine). This is a State mandated program.

A dental hygienist from Nashoba Association Board of Health provides a cleaning and fluoride treatment in grades 2, 4, and 6. Students in grades K and 3 are examined and grades 1 and 5 are presented with a classroom presentation. This program is with parental permission; and, if needed, a child is referred to their family dentist.

The school nurses are responsible for the temporary and emergency health and safety of your child. It is not possible to treat injuries received at home or give medication unless written permission is received from the parent and physician.

The school nurses work cooperatively with parents and school personnel to provide a safe and healthy environment for all students.

SUMMARY FOR SCHOOL YEAR 1983-1984

Physicals

# Grade - - - - -	528
# Sports - - - - -	328
# Of Students referred to family physician- - - - -	65
# Of Students who completed referral- - - - -	35
# Of Students who had physicals by private physicians	197
# Of Students who returned completed private physician forms- - - - -	159

Vision

# Of failures referred to private physician - - - -	111
# Of returned completed forms - - - - -	77
# Dr. Friedman's Kindergarten Screening - - - - -	117

Hearing

# Of failures referred to private physician - - - -	39
# Of returned completed forms - - - - -	17

Immunizations

DT- - - - -	116
Polio - - - - -	13
MMR - - - - -	60
Flu - - - - -	17

Tuberculin Screening Program - Mantoux Tests Given - - - 81

Students Transported by Ambulance- - - - - 3

Nurse-Pupil Conferences- - - - - 18,153

Nurse-Teacher Conferences- - - - - 1,145

Throat Cultures done at School - - - - - 122

Postural Screening for Scoliosis

# Screened- - - - -	1,274
# Rescreened by Dr. Watson- - - - -	406
# Referred to Private Physician - - - - -	23
# To be followed by school- - - - -	83

Conference & Continuing Education Programs Attended 21

SPECIAL EDUCATION SERVICES 1983-1984 ANNUAL REPORT

Kenneth Sargent
Administrator of Special Ed

The 1983-84 school year was a very successful and effective year for the Special Education Department, and one which continued to improve the quality of services for special education children. At the end of the year I felt proud and pleased to turn the reins of the Department over to the new Administrator of Special Education Services, Kevin M. Dwyer, Ed.D., since I felt it was an exemplary program.

TEAM ACTIVITIES REPORT

1983-84 School year

TYPE ACTIVITY	CAM	FRO	NAB	ROB	ABB	DAY	ACD	PRE	OUT OF DISTRICT PLACE- MENT	TOTAL
Evaluation	9	8	27	29	9	7	6	12	3	110
Review	12	22	58	93	56	76	70	15	34	436
Reevaluation	3	4	4	11	5	7	0	0	0	34
Speech	5	3	15	11	0	3	2	13	0	52
Speech Reviews	23	19	32	45	1	1	5	5	0	131
Medical SPED 16	0	0	6	2	5	0	17	0	1	31
TOTALS	52	56	142	191	76	94	100	45	38	794
School to Service	1		4				2			7
From 766 to No Sp Needs	1			5		4	3			15

The TEAM ACTIVITIES REPORT indicates the total number of instances dealt with during the school year, and shows a slight decrease from last year and the two previous years, by an average of about 5%. For some reason, incidents dropped most at the middle schools but preschool incidents more than doubled over previous years.

The preschool change was perhaps just chance but it more logically seems related to the preschool grant received at the end of last year and completed in the fall of the year. The grant focused on specific screening for three and four year old children, the selection of screening instruments, and the training of preschool staff for use of the instruments. As a result of this effort, about 200 three and four year old Westford children were screened in the fall at Roudenbush, and general parent sessions were held to explain the significance of the screening conducted. It is planned to screen again in the coming fall using local funds.

The emphasis on screening was continued during the year pointing towards improving the Kindergarten screening process. This resulted in a complete revamping of this process, making it much more individualized and sophisticated than it had been. In the spring, 150 children (those projected to be in Kindergarten in the fall) were screened. From this process three children were recommended to be placed at the special class at Roudenbush and three were to go to Kindergarten, but with some special education support. A few would be looked at again in the fall, and for a few more, it was suggested that the child might profit from another preschool year.

A grant from the Department of Education for \$2,800 was received to expand the Intensive Vocational Program at Westford Academy. This grant developed a curriculum using as its "shop" the school cafeteria to develop Food Service skills and another curriculum using the school building and ground to develop skills in building and grounds care and maintenance. It is expected that these curriculums will be a regular part of this program.

Efforts continued this year to reduce out-of-district placements, especially placements in private schools. This effort was successful and reduced actual expenditures for tuitions by more than \$44,000 from that which was budgeted. At this time, private placements are minimal. Continued efforts in improving and increasing the counting of special needs children again resulted in an additional \$10,000 in Federal 94-142 funding for the coming year and an additional \$10,000 in 1985-86. Efforts made in returning youngsters from private to public placements improved our Federal 89-313 project by about \$1,000.

Due to increased numbers and ages of elementary children with significant needs being serviced in our Substantially Separated Class at Nabnasset, it became necessary to plan for an older group of such children being served at the middle school level. Therefore, a new class will be formed and in place at the Abbot Middle School in the coming fall.

The 1983-84 school year has been a good year for Special Education Services. Parents and special needs staff continue to work together to provide the children in Westford with individual and appropriate educational plans. With over 450 different children being served during the year, it is evident that the Team Evaluation process is quite effective in providing instructional services to children.

Most of the credit for the support for the program by the community and parents should be given to the outstanding staff which is experienced, professional, sensitive and effective. School administrators as well have been most supportive and accepting of the special needs program and children. All parties harmoniously working together has resulted in a program that really benefits children and is one of which Westford can be proud.

WESTFORD ACADEMY 1983-1984 ANNUAL REPORT

Joseph F. Lisi
Principal

THE YEAR IN REVIEW

Curriculum and Instruction

Westford Academy, with the unanimous approval of the School Committee, adopted the most rigorous graduation standards in the State of Massachusetts. The Class of 1987 will be required to take and pass twenty credits in English; fifteen credits in Science, Mathematics, and Social Studies; four years of Physical Education; and a year of Health Education. The new recommendations will ensure a liberal background in the "new basics" recommended by the National Commission of Excellence in education.

Several Advanced Placement courses were developed for the 1984-1985 school year. Advanced Placement courses are college level courses taught to high school students (usually seniors) who have mastered the traditional comprehensive curriculum. Departments adding Advanced Placement courses included English (A.P. English), Science (A.P. Biology and Chemistry), Social Studies (A.P. Western Civilization and Psychology). A new Electronics program was developed in a joint endeavor of the Industrial Art and Science Departments.

Five-Year Progress Report Submitted to N.E.A.S.C.

A five-year progress report, part of the on-going process of evaluation conducted by the New England Association of Schools and Colleges, was submitted to Robert J. O'Donnell, Director of Evaluation. This report responded to the 244 recommendations prepared by the Visiting Committee in October 1979. Recommendations were made in the areas of School and Community, Education Philosophy, Curriculum, Student Activities, Media Services, School Facilities, School Staff and Administration, and unique programs.

Westford Academy will undergo a full evaluation by the New England Association in 1989.

A statistical breakdown of the recommendations and stages of completion is summarized as follows:

Completed	197	80.7%
In Progress	21	9.0%
Planned for the Future	1	.04%
Rejected	7	3.0%
No Action	18	7.3%

One very important item not acted on was the addition of an auditorium facility to serve school and community. This was probably the most substantial item not acted on in the five-year progress report.

Special Activities Highlight the School Year

Westford Academy's Drama Club presented "The Curious Savage" in the fall and "You're a Good Man, Charlie Brown" in the spring. Ms. Patricia Scannell directed both with help from the Westford Academy Band and Music Director, Blair Bettencourt, for the spring musical.

Westford Academy's Chess Team, advised by Mr. Joseph Spadano, captured the Merrimack Valley championship with a decisive victory over arch rival Chelmsford High to make it two consecutive Merrimack Valley titles.

On April 27th, Westford Academy's staff members were greeted with colorful balloons and treated to a delicious luncheon prepared and served by parents. Over forty thoughtful parents took part in the planning, cooking, and serving.

Along with graduation, the Academy adopted a new format for the presentation of academic awards. This new evening program allowed parents the opportunity to view their sons and daughters receive recognition for academic achievement or service. Highlighting the evening was the presentation of the Presidential Academic Fitness Awards to thirty-four seniors who for four years received a B+

average or better, scored in the 80th percentile or better in the College Achievement tests, and completed at least sixty credits (twelve courses) in the "new basics" (English, Mathematics, Science, Social Studies, Foreign Languages, and Computer Science). Other awards were received in all curriculum areas recognizing the academic excellence of Westford Academy's finest students.

Follow-up of 1984 Graduates

	<u># Students Attending</u>	<u>Percentage</u>
4-year MA Universities or Colleges	53	.24
2-year MA Community Colleges	14	.06
4-year private or out-of-state Universities and Colleges	63	.29
2-year private or out-of-state Universities and Colleges	7	.03
Other post-secondary education/Career or Technical	3	.01
Art Institutes	3	.01
Employed - Planning college later	8	.04
Employed	34	.16
Seeking employment	15	.07
Military	8	.04
Did not graduate	3	.01
AFS - Foreign Students	3	.01
Preparatory School	1	.004
Travel to Europe - School later	1	.004
Hospitalized - Possibly school later	1	.004

Colleges Attended by the Top 10% of 1984 Graduating Class

Cornell University - Purdue University - U. S. Naval Academy - Rivier College - University of Lowell - College of the Holy Cross - University of Rhode Island - St. Anselm's College - Syracuse University - Georgetown University - University of Massachusetts/Amherst - St. Michael's College - Boston College - University of Vermont - Northeastern University - Simmons College.

116	Going on to a 4-year program	53%
21	Going on to a 2-year program	10%
7	Other post-secondary	3%
<u>144</u>		<u>66%</u>

National Merit Awards

	<u>Semi-Finalists</u>	<u>Commendations</u>
1984	2	4
1985	3	7

Suspension Summary

Smoking	39
Truancy	67
Insubordination/Profanity/Disrespect	7
Theft	4
Fighting	21
Habitual/Multiple School Offenses	8
Multiple Class Cuts	5
Drugs, Alcohol	24
Vandalism	8
Unauthorized/Reckless Use of Auto	8
Other (Snowballs, firecrackers, matches, food fights, not staying for O.D., etc.)	<u>5</u>

196 Represents a total of
123 students; 116 were
in-school suspensions.

Referrals and Other Services

Massachusetts Rehabilitation, Juvenile Probation Officer, Westford Police, School Social Worker/Psychologists, Learning Disability Tutor, Special Transportation, Work Study, Students Assisting Students, Centre Counseling, Home and Outside Tutors, G.E.D., Private Psychologist, Al-Anon/Al-Teen, Welfare, Private Physicians, Department of Youth Services, Office of Employment and Training, Social Security Administration, Divorced Kids' Group, Talent Search, Healthworks, D.S.S., Massachusetts Commission for the Blind, Alpha Omega, Lowell Adult Education Program, Speech Therapy, Ayer Child Guidance Center, Hospice, Attendance Officer, Outside Educational Evaluation, Department of Education (Correspondence Courses), Arbor House, American Anorexia/Bulimia Association, Stepfamily Association, Joslin Clinic (Summer Camp) Leahey Clinic, Deaconess Hospital, N. H. Vocational Tech, Spofford Hall.

WESTFORD MIDDLE SCHOOLS 1983-1984 ANNUAL REPORT

Richard E. Neal
Principal

The theme for the 1983-1984 school year at the Westford Middle Schools was "Expanded Expectations: Access to Excellence." Throughout the year the staff's overriding goal was to help students do their best educationally with challenging programs in an environment that supported learning and authentic accomplishment. High, yet reasonable, expectations were established for each student with the desired end being the establishment of high self-expectations by the students. Attention was given both to the nature of the content and the needs of the particular learner. The one common expectation which was imposed was that the best effort and performance was demanded of every student. The staff worked to develop programs which emphasized student commitment along with student recognition and fulfillment of responsibilities

With declining enrollments at each of the middle schools, staff consolidation and sharing became a must as we continued to provide the variety of programs essential to a good middle school. Seventeen staff members were shared either between the two middle schools or between a middle school and either an elementary or the high school. Needless to say this contributed to considerable loss of flexibility within each school.

During this year the Human Sexuality program was expanded to include the sixth grade at each school. The full-time health educator presented this program to over 95% of the students at each grade level. Parent workshops continued to be presented in the evening by the health educator.

For the first time a formally organized computer program was presented to all students. Thanks to a large number of parent volunteers every student was provided twenty to twenty-five class sessions in a mini-computer lab (six Apple microcomputers). The students worked through a self-paced program using the LOGO language. This program proved to be highly successful.

The eighth grade language arts teachers successfully applied for an Artist-In-Residence grant this year. As a result a poetess, Elizabeth McKim, spent the month of May in residency at the Westford Middle Schools. Her work with eighth grade students culminated in an evening of original poetry reading by the students for their parents and a printed booklet of original poetry.

The instrumental music program at the middle school level continued to grow this past year. In addition to local concerts and performances each school's band participated in exchange concerts. The Abbot Middle

School band shared with the Arlington Junior High Schools while the Norman E. Day School band performed at Tyngsboro. Also, the Day School's Jazz Band participated in the New England Jazz Festival at the University of New Hampshire.

The T.A.P. program for youngsters identified as Gifted and Talented continued to grow and expand this year. The "revolving door" approach allowed many more students to be involved in curriculum extension activities this year. We look forward to further expansion of this program next year as a result of the School Committee's decision to fund a second full-time teacher in this area. This year three middle school students received special recognition as they scored more than 500 on the S.A.T.'s in mathematics. An outstanding project display night attracted many visitors to view the work turned out by the students in this program.

As I look ahead to the anticipated continued enrollment decline at the middle school level it appears that some reorganizing of the middle schools will be necessary. As these plans are developed it is my hope that we will be able to maintain the philosophy of the middle school to best meet the needs of this very special age group.

In conclusion, I wish to thank my two Assistant Principals, Mr. Ralph Drinkwater and Mr. Carl Lyman, along with the loyal and dedicated staff for their support and assistance in helping to make this a successful year for the Westford Middle Schools.

ROBINSON SCHOOL 1983-1984 ANNUAL REPORT

Kenneth L. DeBenedictis
Principal

Robinson School was actively involved in a wide variety of projects and activities all designed to improve the overall quality of education. Some of the highlights of these efforts included:

Curriculum and Instruction

The prefirst grade program met with a high degree of success. This effort, designed for children whose needs required more developmental readiness experiences, was carefully implemented, following extensive preparation, and closely monitored.

The children, selected through a screening process involving both staff and parents, demonstrated very successful growth in the rather involved assessment provided.

The Robinson staff believes that these students should continue to enjoy equally successful learning experiences in subsequent years, and plans to closely monitor through first and second grades to verify this perception.

Written language was another area of staff interest and effort this past year.

Grade level teams began by indicating goals of instruction for their children, and these objectives were coordinated into school wide efforts.

Specific activities to accomplish these goals were identified through cooperative sharing at unit leaders and team level sessions. These approaches were duplicated and discussed for all to utilize.

Monitoring efforts to determine pupil progress were examined and procedures for all staff initiated.

Robinson School is pleased with its effort in this area, and looks forward to continuing and expanding upon our accomplishments in 1984-1985.

Several Robinson staff were actively involved in system-wide curriculum study committees in language arts, social studies, science, gifted and talented, and human development. These efforts are resulting in changes for Westford that should further provide for the needs of our children.

Expansion of Classroom Learning

Student enrichment continues to be a major focus at Robinson School. A variety of activities were planned for our students and included:

All grade levels presented performances related to curriculum areas. Miss Janice Nickerson, Music Specialist, collaborated with classroom teachers in developing ideas and providing expertise in organizing the programs.

The entire school presented a thoughtful Thanksgiving Day program and a commemorative Memorial Day assembly.

The two hundred voice school chorus presented well received performances at the Christmas-Chanukah program and the Spring Concert.

The strong orchestra, school band, and recorder groups also demonstrated their skills at these presentations.

The University of New Hampshire Dance Ensemble captivated our children in two workshop performances that demonstrated the use of dance as a form of artistic expression.

Appearances by both middle school bands clearly illustrated how rapidly progress in playing ability can be realized through consistent effort.

Art enrichment by Mrs. Barbara Joki, Art Specialist, further provided talented intermediate grade children activities to expand abilities. Reinforcement classes were also organized for those primary students requiring assistance with small motor coordination skills.

Physical education enrichment was provided by Mr. Kenneth Gerken, Specialist, who organized individual and small group reinforcement for students requiring small and large motor assistance.

Field trips to points of interest, locally and within the metropolitan Boston area, further expanded classroom learning for all K-5 children.

Community Involvement

Robinson School encourages parents and others from the community to become involved in our efforts.

The Robinson Home School Organization assists with the coordination of our parent volunteer program. Eighty classroom volunteers, forty microcomputer monitors and twenty library mothers assist children with a wide variety of supplementary activities. Fifty room mothers coordinate classroom parties and help with field trips.

Volunteers are actively recruited in the fall, and following orientation sessions, become involved in program. Grade level teaching teams work closely with these community resources scheduling involvement, sharing suggestions and providing direction.

A large number of community residents, in addition, are invited to our classroom to share their resource backgrounds. These presentations including sharing of cultures of other countries, and discussions of such areas as medicine, veterinary science, space exploration, computer technology, etc., provide first hand enrichment for our students.

Information Sharing

In order to assist parents to further understand the efforts of Robinson School, several activities are planned throughout the year:

The School Open House in October attracted several hundred parents and friends to our building. Children served as guides sharing with parents the many activities occurring in our facilities.

Parent Visiting Days in May again brought large numbers of parents to school to observe children's involvement in instruction.

Evening meetings featuring discussions of child development and health brought well known specialists to our school to share their knowledge with parents.

The Robinson School newsletter was regularly distributed to further discuss program plans and activities, and area newspapers published stories and photos.

The Robinson Home School Organization held monthly meetings to discuss a variety of issues, and plan fund raising activities and information sharing programs to further provide for pupil and parent needs.

Student Accomplishment Recognition

Several awards are presented toward the end of the school year to recognize individual student success:

The Robinson School Memorial Fund was recently created to honor the memory of three children who passed away while enrolled as students in this school. At the awards ceremony, during the school's Memorial Day observance, the following children were selected as recipients of the Memorial Fund:

The David M. Lemire Music Award - Brett Bonner

The Mary Ellen Bissonette Physical Education Award - Rebecca Craig

The Derek R. Wisnowski School Citizenship Award - Aimee Tillman

At the annual Awards Day Program in June, presentations were given for achievement in the following:

Band Performance - Serena Hallowell

String Performance - Vanessa Cook, Jessica MacDougall

Chorus Performance - Deanna Duffett, Rebecca Craig

All Around Music Student - Lauri Shyavitz, Melissa Murray

Art Excellence - Jennifer Scott, John Ferreria

Kenneth Gerken, Physical Education Specialist, presented several awards to individuals who successfully completed national standardized physical fitness testing.

Janice Nickerson, Music Specialist, presented certificates of achievement to the many children who participated in the varied music enrichment activities planned throughout the year.

Regular and frequent newspaper stories and photos shared with the greater community the individual instances of achievement of Robinson students.

In Review

Robinson School enjoyed another year of successfully planned and implemented learning experiences.

The staff recognized the contributions of parent and members of the greater community in helping our school to reach its objectives, and we are grateful for this assistance.

We look forward to 1984-85 as a time when past, successful activities will be further expanded, and new, creative approaches will be explored and initiated.

NABNASSET SCHOOL 1983-1984 ANNUAL REPORT

Henry Leyland
Principal

Personnel

Nabnasset School was represented on town curriculum committees by:

Rose Quillin - Language Arts
Joyce Coughlin - Health Education
Marilyn Sheridan - Gifted and Talented
Elizabeth Chachus - Science
Donald Babin - Math
Joseph Parrino - Social Studies

Mrs. Chachus accepted an apprentice teacher as part of Nabnasset School's affiliation with University of Lowell.

School Activities

Open House - started the year off with nearly 100% attending.

There were two musical presentations, one at Christmas presented by Grade 2 and another in the spring presented by Grade 5. Recorder groups also performed at the spring concert.

"Student of the Month" continues monthly. Grade level certificates were awarded for citizenship, achievement, and leadership. Students had pictures taken and posted on school bulletin board.

Parent Council

The Nabnasset Parent Council held monthly meetings chaired by President Sandra Savage. The council was very active publishing the Nab News, holding social events, fund raisers, and providing volunteer activities.

"Nab News" is published monthly. JoAnn Webster, Editor, and Sue Kostek, Art Editor, have kept everybody informed and interested.

Social events included a spaghetti supper and a family square dance as well as field day for children.

Fund raisers such as spaghetti supper, magazine drive, Tee shirts sale, and bake sale certainly provided funds for school needs.

Mrs. Landino has arranged for 2 programs at School - the Bennington Puppets and David Morse - Drum Song Concert. Carol Rice arranged for our Library to receive movies which illustrated books in our library.

As a result of Parent Council fund raising the school has received:

1. Soccer equipment (Campbell Soup labels)	
2. Borg Warner and Apple Computer Software	\$ 700.00
3. Field Trip Program	1,520.00
4. Library Books	1,194.00
5. Summer Camp contribution	45.00
6. Curriculum Enrichment	220.00

Appreciation Day was held for all volunteers at the end of the year. Part of punch and sweets provided by Staff and plants grown by Grade 1 made the afternoon a pleasant thank you for all.

Nabnasset School continues to be a team of Parents and Teachers providing for the needs of students. Thank you Parents and Staff!

CAMERON-FROST SCHOOLS 1983-1984 ANNUAL REPORT

Rose F. Bradley
Principal

School Environment

The Cameron and Frost Schools' faculty established, as one of their common goals, to review the research on Effective Schools, Effective Teaching, and how it relates to our present school environment.

Faculty meetings and staff development workshops were designed to establish well defined goals in the areas of monitoring students' progress, appropriate assignments, homework, discipline, establishing a safe and orderly environment, and staff development on Time Management/Time on Task techniques.

Curriculum

All teachers were involved in townwide curriculum development projects under the direction of Dr. Crisafulli. The curriculum areas included Gifted/Talented, Social Studies, Language Arts, Mathematics, Computer Literacy, Science, and Health. Participation by staff in these workshops is indicative of the commitment that teachers exhibit in keeping up to date in curriculum research.

Staff Development

An emphasis on Time Management/Time on Task as it relates to Language Arts and reading was the direction of our inservice programs. Theory was presented to the teachers and was put into practice during classroom instruction. The teachers implemented and integrated a skills approach to their teaching in order to affect a more efficient use of their instructional time. John Collins, from The Network, presented sessions relating to the students' writing process.

Several teachers were enrolled in Computer Literacy, Writing, and Reading courses offered by Merrimack Education Center.

Parent-Community Activities

The Cameron/Frost Parent Teacher Organization was actively involved in organizing activities for the schools. Each month the P.T.O. provided superb enrichment programs for our students, both at school and on field trips. The expert planning by the members of the P.T.O. Board, and selection of the programs, provided an excellent enrichment to our curriculum. The students invited the residents from the local nursing home to attend many of their enrichment programs.

During the third week in February, the teachers opened their classroom doors each morning to parents and administrators to observe their teaching and interaction with their students. There was a tremendous response from the parents and many working fathers and mothers took time off from work to attend a session.

Student Activities

The teachers from Frost and Cameron Schools worked closely with the Librarian at the Fletcher Library to develop the necessary academic library research skills for students at various grade levels. The students in grades 4 and 5 were assigned to small groups and attended the library one hour each week during their Language Arts period to put into practice their library reference skills techniques. Parents volunteered to assist the students during this activity.

These students were asked to participate in an integrated curriculum project for the Holidays. Their Art Instructor was involved in a community project with the Town Museum. Students researched Holiday ornaments from around the world and then reproduced them in Art Class. The students further developed and refined their research skills as they prepared individual reports on assigned subjects and areas of individual interests.

The students in Grades 4 and 5 had an opportunity to practice their questioning and interviewing techniques when they invited Gary Gillis, Channel 5's sportscaster, to Frost School.

During the month of February, the Cameron/Frost students reviewed the history of their schools and invited many former graduates to come to speak to them about "the good old days." The students had a greater sense of pride and spirit for their school after this experience.

I wish to thank the Staff and Parents at the Frost and Cameron Schools for their wholehearted support during my first year as Principal. It has been a privilege and an honor to follow in the footsteps of such a dedicated and committed educator as Mrs. Rita Miller.

PLANT OPERATIONS & MAINTENANCE 1983-1984 ANNUAL REPORT

Dr. John Crisafulli
Assistant Superintendent

The school administration has continued to research and implement cost effective measures in operation and maintenance of our school plants. We have taken advantage of the Commonwealth of Massachusetts State Bid List which allows us to purchase a broad range of supplies and materials at considerable savings which are enjoyed by all State Department subdivisions. In addition, we participated through the Merrimack Education Center Collaborative, with other area school districts in purchasing large volume items through competitive bidding. This has resulted in significant savings in the areas of heavy fuel oil, bread, milk, duplicator/mimeograph paper and electrical bulbs.

This past year Doris Santaguida, our Energy Director, working in conjunction with the Energy Citizen Advisory Committee, received a 50% matching Federal Grant to replace gymnasium lighting at Westford Academy. Our maintenance department continued to lower classroom ceilings at the Abbot School, and it is hoped to have all classroom ceilings lowered by the end of FY85.

At Westford Academy our maintenance department repaired and replaced numerous components of our pneumatic controls. To better insure sound operation, all thermostats have been protected with vandal proof covers. At the Nabnasset School we installed a hot water heater which will now enable us to have domestic hot water during the non-heating season without having to go through the costly expense of running the school's boiler.

Major preventative maintenance projects continued during this past summer. The School Committee awarded bids to replace sections of flat roofs at the Day and Abbot. These projects involved the use of rubber rather than the old tar and gravel process. This approach has been found very satisfactory at the Highway Department garage, Roudenbush Community Center, and at the Nabnasset School. At the Cameron School, a local roofing company was awarded a contract to remove and replace the existing shingled roof. At the Robinson School and Westford Academy, major repairs have been completed on walk-in freezers. We continued our interior painting during the summer of 1983. Building custodians have painted classrooms and hallways throughout the system. Hardwood gymnasium floors at the Abbot School and Academy were refurbished by a process involving removing the floor finish, repainting lines and spraying on floor finish.

FISCAL REPORT - JUNE 30, 1984

<u>Account</u>	<u>Budget</u>	<u>Expended</u>
1100 School Committee	21,479	20,420
1200 Superintendent's Office	178,179	180,431
2100 Assessment	38,747	33,274
2100 Supervision	80,271	77,669
2200 Principals	446,056	432,323
2300 Teaching	4,350,744	4,301,826
2400 Textbooks	38,358	56,184
2500 Library	87,217	84,311
2600 A/V	30,261	27,372
2700 Guidance	182,135	180,680
2800 Psychologists	63,804	62,705
3200 Health	47,314	46,797
3300 Transportation	456,260	446,672
3500 Student Activities	91,968	88,314
4100 Operation	697,904	694,489
4200 Maintenance	208,134	300,757
5200 Insurance	3,102	4,265
6200 Civic Services	1,458	1,859
7000 Capital	13,955	41,161
7000 Capital - Special Town Approval	67,562	67,562
9000 Tuition	238,100	193,839
TOTALS	7,343,008	7,342,910

SUMMARY OF FEDERAL PROJECTS 1983-1984

<u>FEDERAL GRANTS</u>	<u>INCOME</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
1. <u>Title 1, PL 89-313 (Bal.)</u>	.05		
Grant provides physical therapy for physically handicapped youth.	4,500.00	4,300.00	200.05
2. <u>Chapter 1, PL 89-10 (Bal.)</u>	324.43		
Grant provides tutorial & remedial help for fiscally disadvantaged in several schools.	27,486.00	27,810.43	.00
3. <u>Title VIB, PL 94-142 (Bal.)</u>	-16,026.16		
Grant provides elementary counseling & special needs staff at secondary level.	103,848.00	81,995.29	5,826.55
4. <u>Title VIB, PL 94-142 Separate Account (Bal.)</u>	299.00		
Grant provides Early Childhood Assessment/Curriculum Methods. Grant Extended	4,425.00	4,724.00	.00
5. <u>Title VIB, PL 94-142</u>			
On-site vocational enhancement	2,800.00	2,768.47	31.53
6. <u>Chapter 2 Block Grant (Bal.)</u>	2,991.23		
Grant provides computers at elementary level.	11,511.00	13,607.10	895.13
7. <u>Chapter 750 Incentive Grant</u>			
Special education for students transferred from Chapter 750 private school account to local education program.	5,775.00	4,812.50	962.50
8. <u>PL 94-482 (Bal.)</u>	304.00		
Grant provided micro-computer, monitor & supporting software.	12,786.00	13,090.00	.00
9. <u>PL 874 (Bal.)</u>	24,190.31		
Money reimbursed to system for federally employed families with children in our schools.	4,937.52	---	29,127.83
10. <u>Federal Energy Grant (Bal.)</u>	10,516.00		
		10,516.00	.00
TOTAL CARRIED FORWARD 7/1/84	200,667.38	163,623.79	37,043.59

SCHOOL ATHLETIC FUND 1983-1984 FINANCIAL REPORT

Receipts

Balance July 1, 1983	18,090.81	
Town of Westford	24,290.00	
Football	7,559.00	
Basketball - Boys	1,671.00	
Basketball - Girls	161.00	
Wrestling	475.00	
Gymnastics	220.00	
Tournament	497.36	
Student Fees	<u>4,335.00</u>	
		57,299.17

Expenditures

Custodians, Officials, Physician	10,048.00	
Supplies, Equipment & Repair	14,693.31	
All Sports Insurance	1,500.00	
Transportation	11,698.00	
Conferences, Dues, Awards	<u>2,980.00</u>	
		40,919.31

Balance July 1, 1984		16,379.86
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SCHOOL BAND 1983-1984 FINANCIAL REPORT

Receipts

Balance July 1, 1983	-0-	
Town of Westford	5,304.00	
Summer Band Receipts	<u>-0-</u>	
		5,304.00

Expenditures

Summer Concerts	-0-	
Music	2,345.95	
Supplies	1,767.23	
Equipment	473.15	
Uniforms	<u>243.60</u>	
		4,829.93

Balance July 1, 1984		474.07
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SCHOOL CAFETERIA 1983-1984 FINANCIAL REPORT

Doris Santaguida
Director of Food Services

Receipts

Balance July 1, 1983	\$ 14,316.92	
Sales	250,407.92	
State & Federal Aid	61,758.95	
Other Receipts	<u>6,315.91</u>	
		\$332,799.70

Expenditures

Labor	\$156,132.34	
Purchases	<u>160,948.26</u>	
		\$317,080.60

Balance July 1, 1984		\$ 15,719.10
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WESTFORD ACADEMY 1984 GRADUATES

Mark Mahanna, President
Deborah Preston, Vice President

Jeannine Beaumont, Secretary
Brian Barrett, Treasurer

Kimberly A. Adams
Debra Lee Anderson
William Anderson, Jr.
John E. Auger
*Brian Timothy Barrett
*Jeannine N. Beaumont
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Mark Eric Birch
Lynne Marie Bochnik
Paula Alice Bouchard
Michael C. Boucher
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Andrew R. Boyce
Etha Brown
Traci Brown
Eric D. Bruce
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Debra J. Burton
Paul F. Cappucci
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Lorie Lynn Cook
Lynn Elizabeth Copp
Kristin M. Costello
Julie Courtemanche
Derek Lee Davies
Karen M. D'Aoust
Jonathan H. Day
Collette L. Dehney
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Gary J. Desrochers
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*David W. Donahue
Karen Marie Donaruma
Kristine M. Drasser
Stephen Michael Daly
Elizabeth M. Doherty

Susan J. Dundas
Venkatesh Durvasula
David M. Eisenklam
*Cecilia B. Evans
Lisa Marie Evans
Lisa Sue Federico
Michael John Ferney
Robin Ferreira
Louise Fidler
Janine Fisher
Lauren Flanagan
Sharlene Flanders
Patricia E. Fowler
Michael L. Frank
Karin Franz
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• Michael Gagliardi
Colette Gagnon
*Lauri J. Garside
Robin Garside
Cheryl A. Gelinas
Richard Gelinas
Gary M. Gendron
*Christopher Gillen
Karen P. Gilson
*Christopher Giuliana
Thomas M. Grant
Melissa J. Guenet
Richard H. Gutheil
David A. Guthrie
Kristin Haberman
Ulrike Hammel
Sandra L. Harden
Lorraine A. Harhen
Kimberley A. Harkins
Patricia V. Harlow
*Robert S. Harrill
Beth E. Harvey
Carolyn Heald
Sabine Heinen
Dennis M. Hill
Bernard Holmes, Jr.
Sheila M. Holmes
Charles R. Hook
Laura Lee Howells
Michael A. Irons

Judith Ann Ivory
 *Robert D. Jekanoski
 Jeffrey M. Johnston
 Christopher Jones
 Paul M. Jordan
 Monique Diann Joyce
 *Donna Jungbluth
 Karl Karlson
 *Maura E. Kavanagh
 *Brenda E. Kelley
 Kristen E. Kenyon
 Veronica M. Keyes
 Lisa M. Kinville
 Diane Kloppenburg
 Brian A. Knapp
 *Jeanne A. Knowles
 Robert W. Koegler
 Kimberly L. Korsak
 Peter P. Kotapski
 Dale E. L'Hussier
 Brian A. Lambert
 Christine N. Landry
 Chris M. Langlois
 Deborah Ann Langton
 Karin S. Laping
 Monica Jean Laskey
 Gary W. Lavelle
 Celeste M. Lawrence
 Sharon A. LeClair
 James D. Legacy
 Debra L. Levesque
 Thomas A. Maahs
 Alexander MacDougall
 Heather MacPherson
 *Mark R. Mahanna
 Ann M. Malik
 Dean S. McIlwrath
 Deborah McLaughlin
 Lee P. McLellan
 Diane McLenna
 R. Daniel Mead
 Paul Messina
 Mark Milot
 Ellen M. Minosh
 Kristen D. Molleur
 Ronald Morales
 Bettijane Morgan
 *Leslie A. Mudgett
 *Maureen G. Mullen

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 Kenneth E. Nipps
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 Sharon C. Noones
 Lisa J. Norander
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 Leslie A. O'Donnell
 Laurie A. Olsen
 Kelly A. O'Malley
 Alisa Beth Otterson
 Lisa J. Phipps
 Cathleen Piacentino
 Sandra Bridget Pick
 Adam I. Pinard
 Judith Marie Pipan
 Stephen H. Poulter
 *Deborah R. Preston
 Lori M. Quattrini
 *Pamela J. Rathke
 Dawna L. Reekie
 Robin Reeve
 Carol A. Reeves
 John Regan
 Nicholas Rencricca, Jr.
 Karen E. Reynolds
 Gayle-Marie Robbins
 Robert R. Robbins
 Matthew J. Robinson
 Catherine D. Ross
 *William Ross
 Patrice Ann Ryan
 Cheryl A. Sahagian
 Robert Salisbury
 *Diane J. Samowski
 Tracey Ann Schaub
 *Glenn R. Schneider
 *Lynne L. Schwahn
 Bonnie Seabrooke
 Traci L. Secor
 Marilyn M. Sellers
 Glenn W. Shepherd
 Todd A. Shepherd
 Roy A. Silman
 Cheryl E. Simpson
 Tara Lynn Smith

Tracy Louise Smith
Glenn H. Snyder
Richard J. Snyder
Marcos Sobrosa
Lisa M. Socorelis
Darra Lee Solomon
Sharon R. Stapleton
James M. Sullivan
Douglas J. Sundberg
Glen Thatch
Michael J. Towne
Michele M. Turgeon
Debra L. Vacca
*Carolyn VanLeeuwen
Catherine Vigeant
Barbara Ann Wagner
Michael D. Walsh
Michael S. Walsh
Pater M. Watson
Kimberley D. Wells
Jonathan Adam White
Marlene E. Woodward
Tracy A. Woznac
Kim Marie Wright
James Zegowitz
Donna Marie Zusin

* National Honor Society

Class Advisors: Edward J. Walsh
Mary Westcott

1984 GRADUATION PROGRAM

PROCESSIONAL: "Pomp and Circumstance" Elger

NATIONAL ANTHEM

INVOCATION

Reverend Daniel F. Cronin

SALUTATORIAN

Glenn Schneider

PRESENTATION OF CLASS GIFT

President of Class of 1984. Mark Mahanna

ACCEPTANCE OF CLASS GIFT

President of Class of 1985. Ellis Eckel

HONORS SPEAKERS

Amy Funke
R. Scott Harrill

CLASS SONG

Musical Ensemble

VALEDICTORIAN

Ronald Morales

PRESENTATION OF AWARDS AND SCHOLARSHIPS

Trustees of Westford Academy Awards & Scholarships	Robert E. Scott
For Excellence in Art	Thomas Grant
For Excellence in English	Glenn Schneider
For Excellence in Latin	Donna Zusin
For Excellence in French	Christopher Gillen
For Excellence in German	Karl Karlson
For Excellence in Spanish	Sheila Holmes
For Excellence in Social Studies	Christopher Giuliana
For Excellence in Science	R. Scott Harrill
For Excellence in Mathematics	R. Scott Harrill
For Excellence in Home Economics	Leslie Buchanan
For Excellence in Music	Michael Frank
For Excellence in Industrial Arts	Paul Jordan
For Excellence in Physical Education	Brian Barrett

For Excellence in Secretarial ScienceCarolyn Heald

For Excellence in Computer ScienceMichael Irons

THE MOST WORTHY REPRESENTATIVES OF WESTFORD ACADEMY

Monique Joyce - Class of 1984Margaret Callanan - Class of 1986

Kathleen Shaver - Class of 1985Beth Bonner - Class of 1987

Principal William C. Roudenbush Memorial ScholarshipMaureen Mullen

Arthur G. Hildreth Memorial ScholarshipRonald Morales Jr.

Bertha Norris Hildreth Memorial ScholarshipMichael Irons

First Lt. Jeffrey H. Peterson Memorial AwardAnthony Connell

Gorden B. Seavey Communications ScholarshipMonica Laskey

Dr. Clarence D. Wright Science ScholarshipRobert Jekanoski

Nabnasset Booster Club ScholarshipCarol Reeves

Richard Hall Memorial ScholarshipLeslie Mudgett

Frederic A. Fisher ScholarshipAmy Funke

Ross/Hook Memorial ScholarshipChristopher Gillen

Presented by. Bruce E. Scott

Elva Judd Rollins AwardTraci Secor

Charles L. Hildreth AwardPaul Messina

Presented by. Normand Godfroy

Eric G. Hook Memorial ScholarshipChristopher Giuliana

Maura Kavanagh

Charles E. McGregor Memorial ScholarshipJudith Ivory

Kathy Mayer Memorial ScholarshipDonna M. Zusin

Central Massachusetts Police Association AwardMark Milot

Karen MacWilliams Memorial ScholarshipsMark Mahanna

Ellen Minosh

Karen MacWilliams Memorial Scholarships (Cont.)	Lauri Garside
	Alisa Otterson
	Karen D'Aoust
	Tara Smith
	Lisa Federico
	Robert Robbins
	Judith Pipan
Newcomers Club of Westford	Laurie Garside
Westford Education Association Scholarships	Monique Joyce
	Patrice Ryan
	Patricia Harlow
Shields Memorial Scholarship	Lorraine Harhen
Westford Rotary Club Scholarship	Carolyn VanLeeuwen
Westford Rotary Club Music Scholarship	Michael Frank
Westford Kiwanis Scholarships	Brian Barrett
	Kristine Drasser
H. E. Fletcher Social & Athletic Club	Jeffrey Johnston
Westford Academy Athletic Booster Scholarships	Monique Joyce
	Anthony Connell
	Carolyn VanLeeuwen
	Lori Quattrini
	Maureen Mullen
	Tara Smith
Westford Junior Women's Club Scholarships	Diane Samowski
	Sheila Holmes
Alpha Data Associates, Inc. Award	Tara Smith
Craig Lobo Memorial Scholarship	Thomas Grant
Wilford Owen Davison Award	Thomas Grant
Certificate of Admissions to U. S. Naval Academy	
Presented by. , Cmdr. Peter K. Seibert, USNR	
GenRad Award	William Ross
Yearbook Clarion Awards	Patrice Ryan
	karen Reynolds

Forty Memorial Scholarships

Michael Gagliardi

Kristine Drasser

Lehan Memorial Scholarship

David Guthrie

Westford Lions Club Scholarship

Laurie Garside

Westford Garden Club Scholarship

Sharon Stapleton

National Honor Society Scholarship

Maura Kavanagh

Gertrude Sorkin Memorial Scholarship

Lisa Evans

Sarah H. Connolly Memorial Scholarship

Jeffrey Johnston

Nettie Stevens Scholarship for Environmental Science

Pamela Rathke

Westford Academy Student Council Scholarships

Maureen Mullen

Deborah Preston

Lisa Carrigg

Digital Equipment Corp. Scholarship

Brian Barrett

Mattawanakee Post 6539 VFW Scholarship

Monique Joyce

Westford Academy Faculty Scholarships

Ronald Morales

Brian Barrett

Carol Reeves

League of Women Voters Scholarship

Donated to Presidential Classroom

Shawmut County Bank Scholarship

Gayle Robbins

Industrial Arts Merit Award

James Zegowitz

Presented by Joseph F. Lisi, Principal

ON BEHALF OF THE WESTFORD SCHOOL COMMITTEE

Congratulatory Remarks
Everard Nicholson, Superintendent

AWARDING OF DIPLOMAS

John Kavanagh
Chairman, School Committee

WESTFORD ACADEMY ALMA MATER

To Thee, our Alma Mater dear,
We raise our voices high in cheer,
Our gratitude we would express
And pledge to thee our faithfulness.

Built high on Tadmuck Hill so fair,
By those whose mem'ry we revere,
She stands a beacon light for youth
To guide them in the way of truth.

In field of battle and in peace,
We strive thy glory to increase,
That ever shall dear Westford be
An emblem of fraternity.

Words by Pauline Ferguson Cariford
Music by Calkin

BENEDICTION

Dr. Richard E. Pittenger

RECESSIONAL.Wagner
Played by Westford Academy Band, Blair Bettencourt, Director

CLASS MARSHALLS.Ellis Eckel, David Toupin
CLASS COLORSForest Green & Silver
CLASS FLOWERRed Rose
CLASS SONG "We've Only Just Begun"

RECEPTION FOR GRADUATES
Westford Academy Cafetorium
Hosted by Class of 1986

WESTFORD ACADEMY

Joseph F. Lisi, BS, MEd (Salem State)
 Thomas S. Casey, Jr., BA, MEd (St. Anselms, Fram. State)
 Richard DiSimone, BS, MEd (Salem State, Northeastern)

 Garrett Barry, BS, MEd (Salem State)
 Peg L. Beck, BA MEd (Penn State, Univ. Pittsburgh)
 Blair Bettencourt, BED (Mus), MEd (Mus) (Lowell State)
 James Bogue, AM, MA, PhD (Harvard, Univ. Illinois)
 Eva Brown, BA (Univ. New Hampshire)
 Janet Bryant, BA, MS (Univ. Maine, Worcester Polytechnic)
 Nancy Burt, BS (Gordon College)
 Maureen Buckley, BS (Framingham State)
 D. Ann Carter, BS, MEd (Salem State, Suffolk Univ)
 James Casserly, BA (Bridgewater)
 William Cody, BS, MEd (Salem State)
 Andrew Coravos, BS, MEd (Northeastern, Boston Univ.)
 James Coster, BA, MEd (Gordon College, Boston State)
 Catherine Coughlin, BS (Fitchburg State)
 Carlene Craib, BA (Tufts Univ.)
 Albert Duffett, BA, MEd (Salem State)
 Edward Galotta, BS, MA (Boston College, Salem State)
 Norma Graham, BA, BS (Ohio State Univ.)
 Jean Haight, BS (Univ. Maine)
 Jeffrey Haight, BS (Univ. Maine)
 Sally Haberman, BS (American Univ.)
 Frederick Henrichs, BA, AM (Gordon College, Northeastern)
 F. Davis Herbert, BA, MA (Carleton, Columbia, U. MASS)
 Priscilla Hughes, AB, MEd (Middlebury, Boston State)
 Paul Janocha, BS, MEd (Salem State)

SERVICE SINCE

PRINCIPAL
 Housemaster
 Housemaster

 Social Studies
 English
 Music/Band Director
 Social Studies
 English
 Mathematics
 Physical Ed/Health
 Home Economics
 Business
 Science
 Business, Dept. Head
 Business
 Social Studies
 Math
 Latin
 History
 Mathematics
 Spanish, Dept. Head
 Home Economics, Dept. Head
 Science
 Science, Dept. Head
 History, Dept. Head
 French
 English
 Business

Sept 1968
 July 1973
 Sept 1963

 Sept 1967
 Sept 1973
 Sept 1970
 Jan. 1976
 Jan. 1973
 Oct. 1979
 Apr. 1980
 Sept 1984
 Sept 1973
 Sept 1975
 Sept 1964
 Oct. 1968
 Sept 1968
 Sept 1984
 Sept 1983
 Sept 1974
 Sept 1971
 Sept 1974
 Sept 1980
 Oct. 1979
 Sept 1964
 Sept 1966
 Sept 1980
 Sept 1971
 Sept 1968

<u>Westford Academy (Cont.)</u>		
Francis Joyce, BS, MEd (Fitchburg State)	Industrial Arts	Sept 1959
Michael Joyce, BA (Drake Univ.)	German	Sept 1978
Michael Kelly, BS, MEd (Boston College)	Chemistry	Sept 1963
Robert Kennedy, BS, MEd (Lowell State)	English	Sept 1969
John Kent, BS, BFA (Stonehill, MA College of Art)	Art	Sept 1980
Laurie Laba, BA, MEd (Simmons College, Boston College)	Guidance Counselor	Feb. 1978
Frank Lewis, BS (Northeastern Univ.)	Physical Education	Sept 1977
Joan Longobardi, BS, MEd (R.I. School of Design, Temple)	Art	Sept 1966
Linda MacDonald, BS (Springfield College)	Physical Education	Sept 1975
Robert Maguire, BA (Westfield State College)	Guidance Counselor	Sept 1979
Jacqueline McDonald, BS, MEd (SUNY at Fredonia)	Speech Pathologist	Sept 1979
Elaine McMahon, BS, MLS (Univ. Lowell, SUNY at Albany)	Librarian	Mar. 1980
James McNiff, AB, MLS (Boston College, Boston Univ.)	English, Dept. Head	Sept 1972
Alberta Mitchum, BS, MEd (Northeastern Univ.)	Mathematics	Sept 1984
John G. Morris, BS (Springfield College)	Physical Education	Sept 1968
Linda Morrison, BS, MEd (Univ. Maine)	Home Economics	Sept 1969
Judith Murphy, AB, MAT (Radcliffe, Harvard)	History	Sept 1973
Dianne O'Donnell, BA (Univ of MA at Amherst)	French	Sept 1972
Michael Parent, BS (Fitchburg State)	Special Needs Teacher	Feb. 1982
John Pawlak, BS, MEd (Univ. Lowell)	Mathematics/Computers	Sept 1976
Geraldine Penney, BS, MEd (Salem State, Suffolk Univ.)	Business	Sept 1971
Leroy Pindara, BS, MEd (Iowa State, Wayne State Univ.)	Physical Education, Dept. Head	Sept 1972
Paul Poisson, BA, MMT (Salem State, Univ. Lowell)	Science	Sept 1974
Richard Prescott, BS, MA (Univ. MA at Amherst)	Science	Sept 1964
Robert Ricardelli, BS, MEd (NE Missouri State, Fitchburg)	Industrial Arts, Dept. Head	Sept 1973
Christopher Saunders, BA (Stonehill College)	Reading/English	Sept 1979
Patricia Scannell, BA, MA (Merrimack, Emerson College)	English/Drama	Sept 1983
Edward Scollan, Jr., BS, MEd (Univ. Lowell)	History	Sept 1976
Nancy Sears, BA, MA (Colby, Lesley)	Special Needs Teacher	Sept 1981
Claire C. Sheehy, BS, MS (Salem State, NH College)	Business	Feb. 1980
Thomas Smith, BS, MEd (Salem State)	Business	Sept 1967
Robert Sobek, BS (Univ. MASS)	Biology	Oct. 1965
Joseph Spadano, BS (Fitchburg State)	Mathematics	Sept 1979
Anne Stowe, BA, MEd (Salem State)	Mathematics	Sept 1974

Westford Academy (Cont.)

Cynthia Theriault, BA, MA (Salem State)	Mathematics, Dept. Head	Sept 1969
Barbara Toohey, BA (Boston Univ.)	English	Sept 1981
Gloria Vogel, BA, MA (Univ. NH, Fitchburg State)	English	Sept 1973
Frederick Vona, Jr., BS, MA (Fitchburg, Ohio State)	Industrial Arts	Nov. 1981
Carolann Wais, AB, MA (Boston College, Fitchburg State)	Special Needs Teacher	Sept 1969
Catherine Walsh, BS, MEd (Univ. Lowell)	Mathematics	Sept 1983
Edward Walsh, BS, MEd (Fitchburg State)	Guidance Counselor	Apr. 1970
Mary Westcott, BS, MEd (Salem State, Tufts Univ.)	Guidance Cnslr/Coord.	Sept 1970
Sandra Whittemore, BS (Keene State)	Social Studies	Sept 1977
Sharon William, BA, MA (Middlebury College)	Spanish	Feb. 1984

ABBOT MIDDLE SCHOOL

Richard E. Neal, BA, MEd (Brown Univ., Salem State)	PRINCIPAL	July 1973
Carl Lyman, BS, MEd (Boston State, Tufts Univ.)	Asst. Principal	Sept 1973
Arthur Bailey, BSEd (Fitchburg State)	Industrial Arts	Sept 1965
Martha Bentley, BA, MEd (UCLA, Northeastern)	Guidance Counselor	Sept 1972
Adela Blackburn, BA, MEd (Denison Univ., Lowell State)	Language Arts	Sept 1965
Dawn Brine, BS, MEd (Salem State, Northeastern)	Speech Pathologist	Oct. 1981
Cheryl Campbell, BS (Lesley College)	Special Needs Teacher	Feb. 1982
Margery Clark, BS, MEd (Univ. Connecticut, Lesley College)	Gifted/Talented	Sept 1982
John Doucette, BA, MEd (Univ. MA at Amherst, Lowell State)	Science	Sept 1973
Clenna Emery, BS, MEd (Marion College, Fitchburg)	Science	Sept 1973
Carol Fernsten-Lyman, BS, MEd (Fitchburg State)	Special Needs Teacher	Sept 1978
Carolyn Geissler, B Mus, M Mus (N.E. Conservatory)	Strings	Sept 1966
Janet Harrington, BA, MEd (Framingham State)	Home Economics	Sept 1973
Cecily Howell, BA (MASS College of Art)	Art	Sept 1980
Fun Lan Hung, BS (Suffolk Univ.)	Mathematics	Oct. 1971
Joseph Jette, BS, MEd (Fitchburg State)	Language Arts	Dec. 1970
Glenice Kelley, RN, BS, MEd (Boston Univ.)	Health	Sept 1982
Marsha Kistler, AB, MA (Univ. Michigan)	French	Sept 1972

Abbot Middle School (Cont.)

Joan Leyland, BS, MEd (Lowell State)	Language Arts	Sept	1967
Christine Lightbody, BS (East Stroudsburg State)	Physical Education	Sept	1971
Richard Lydon, BA, MA (Univ. Massachusetts, Framingham)	Social Studies	Jan.	1972
David Manseau, B Mus Ed (Boston Conservatory)	Music/Band	Sept	1963
Lloyd Maranville, B Mus, MEd (Lowell State)	Music	Sept	1973
Sandra Martinez, BA, MEd, CAGS (Carrol, Wright, Lesley)	Computers	Sept	1976
Paula Newell, BS, MEd (Fitchburg, Worcester State)	Special Needs Teacher	Sept	1981
William O'Neil, BS, MEd (Boston Univ., Lowell State)	Science	Sept	1970
Thomas Pagel, BA, MA (Oakland Univ.)	Special Needs Teacher	Sept	1977
Doris Popson, BA (SUNY at Albany)	Spanish	Sept	1981
Kevin St. Cyr, BA (Merrimack College)	Social Studies	Nov.	1979
Marilyn Scott, BS, MEd (Bridgewater State, Fitchburg)	Math	Jan.	1976
Paul Taylor, BS, MEd (Boston Univ. Suffolk Univ.)	Social Studies	Sept	1966
Charles Vogel, BA, MEd (Univ. Massachusetts, Fitchburg)	Mathematics	Sept	1973
Nancy Whitton, BS, MEd PhD (Lowell State, Boston College)	Language Arts	Sept	1976
Randolph Young, BS, MEd (Univ. Massachusetts, Boston State)	Physical Education	Sept	1970

NORMAN E. DAY SCHOOL

Richard E. Neal, BA, MEd (Brown Univ., Salem State)	PRINCIPAL	July	1973
Ralph N. Drinkwater, BA, MEd (Univ. MASS, Northeastern)	Asst. Principal	Sept	1960
Carl Adams, BA, MEd (Fitchburg State)	Gifted/Talented	Sept	1984
Karen Benedict, BA (Elmira College)	Mathematics	Sept	1974
Jane Boucher, BS, MEd (Univ. MA at Amherst, Fitchburg)	Special Needs Teacher	Sept	1982
Shelagh Brady, BAm NEd (Emmanuel College, Fitchburg)	Language Arts	Sept	1973
Dawn Brine, BS, MEd (Salem State, Northeastern)	Speech Pathologist	Oct.	1981
Diane Clifford, BS (Fitchburg State)	Science	Sept	1976
Diane Cournoyer, BS (Fitchburg State)	Special Needs Teacher	Nov.	1983
Diane Dumas, BA, MA (Boston Univ., Tufts)	Language Arts	Sept	1984
Vicki Fpler-Fitzpatrick, BFA (MA College of Art)	Art	Sept	1976
Deborah Forbes, BA (Lowell State)	Social Studies	Sept	1972

<u>Norman E. Day (Cont.)</u>		
Carolyn Geissler, B. Mus., M. Mus. (N. E. Conservatory)	Strings	Sept 1966
Sherril Ann Howard, BS (Univ. MA at Amherst)	Home Economics	Sept 1984
Glenice Kelley, RN, BS, MEd (Boston Univ.)	Health	Sept 1982
Margaret Keltz, BS (Good Counsel College)	Science	Jan. 1980
Marsha Kistler, AB, MA (Univ. of Michigan)	French	Sept 1972
Sandra Martinez, BA, MEd, CAGS (Caroll, Wright, Lesley)	Computers	Sept 1976
Pamela McGovern, BS, MEd (Fitchburg State)	Special Needs Teacher	Sept 1979
Suzanne McGrail, BA, MEd (Salve Regina College, Boston C.)	Language Arts	Sept 1980
JoAnn Menzia, BS, MEd (Univ. Lowell, Fitchburg State)	Language Arts	Sept 1970
Betty O'Brien, BA (Gettysburg College)	Language Arts	Sept 1984
Peter Pecorelli, BS, MEd (Fitchburg State)	Guidance Counselor	Sept 1971
Joyce Picard-Busse, BS (SUNY at Brockport)	Language Arts	Sept 1983
Doris Popson, BA (SUNY at Albany)	Spanish	Sept 1981
Susan Porteous, BS, MS (Univ. MA at Amherst, Univ. Lowell)	Science	Sept 1984
Mary St. Onge, BA (Merrimack College)	Mathematics	Sept 1970
Robert Shepherd, BS, MEd (Northeastern, Lowell State)	Language Arts	Sept 1967
Frederick Vona, BS, MA (Fitchburg, Ohio State)	Industrial Arts	Nov. 1981
Gregory Wadleigh, B. Mus (Lowell State)	Instrumental Music	Sept 1980
Philip Weinshenker, BA, MEd (Univ. Wisconsin, Lowell State)	Social Studies	Sept 1973
Joan Woods, BS (Bridgewater State)	Social Studies	Sept 1957
Kathleen Zemaitis, BS (Plymouth State)	Physical Education	Sept 1980

CAMERON SCHOOL

Rose Bradley, BA, MEd (Emmanuel College, Boston Univ.)	PRINCIPAL	Sept 1983
Arlyss Becker, BA (St. Olaf College)	Art	Nov. 1981
Marcia Brown, BA (Univ. Massachusetts)	Grade 2	Sept 1963
Maureen Connors, BS, MEd (Bridgewater State)	Grade 3	Sept 1963
Pamela Flavel, BS, MEd (Lowell State, Fitchburg State)	Grade 1	Sept 1976
Carolyn Geissler, B. Mus., M. Mus. (N.E. Coservatory)	Strings	Sept 1966
Bella Guilmartin, BA, MEd (Peabody College, Boston College)	Special Needs Teacher	Sept 1983

Camero School (Cont.)		
Martha Jennings, BS (Fitchburg State)	Kindergarten	Sept 1984
Louise Kavanagh, BS (Lowell State)	Primary	Sept 1984
Jacqueline McDonald, BS, MEd (SUNY at Fredonia)	Speech Pathologist	Sept 1979
Alice McIntosh, BS (Boston Univ.)	Kindergarten	Sept 1970
Lydia Seif, BA, MEd (Michigan State, Boston Univ.)	Counselor	Sept 1978
Randolph Young, BS, MEd (Univ. Massachusetts, Boston State)	Physical Education	Sept 1970

FROST SCHOOL

Rose Bradley, BA, MEd (Emmanuel College, Boston Univ.)	PRINCIPAL	Sept 1983
Beverly Anderson, BS, MEd (Lowell State)	Grade 3	Sept 1970
Arlyss Becker, BA (St. Olaf College)	Art	Nov. 1981
Margaret Donahue, BA, MEd (Emmanuel College, Boston Univ.)	Counselor	Sept 1977
Marilyn Frank, BA, MEd (Hunter College, Wheelock College)	Grade 1	Sept 1970
Ruth Irvin, B. Mus. (Lowell State)	Music	Sept 1969
Jane Jurgeleit, BS (Boston State)	Grade 5	Sept 1978
Joan Kavanagh, BS (Lowell State)	Grade 2	Sept 1972
Susan Lauer, BA, MA (San Diego State)	Special Needs Teacher	Sept 1984
Catherine Pawliczek, BA, MA (Univ. MA at Amherst)	Speech Pathologist	Sept 1974
Lydia Seif, BA, MEd (Michigan State, Boston Univ.)	Counselor	Sept 1978
Randolph Young, BS, MEd (Univ. MA at Amherst, Boston State)	Physical Education	Sept 1970

NABNASSET SCHOOL

Henry J. Leyland, BA, MEd (Merrimack College, Rivier)	PRINCIPAL	Sept 1956
Donald Babin, BA, MEd (Salem State)	Grade 5	Sept 1966

Nabnasset School (Cont.)

Elizabeth Bagas, BS, MEd (Lowell State)	Grade 3	Sept 1969
Arlyss Becker, BA (St. Olaf College)	Art	Nov. 1981
Karen Bettencourt, BS (Oregon State)	Kindergarten	Sept 1971
Frank Bishop, BS (Boston Univ.)	Physical Education	Sept 1967
Elizabeth Chachus, BS, MED (Lowell State, Rivier)	Grade 5	Sept 1955
Joyce Coughlin, BS, MED (Fitchburg State)	Grade 2	Sept 1971
Margaret Geary, BS, MED (Regis College, Boston Univ.)	Grade 3	Sept 1965
Carolyn Geissler, B. Mus., M. Mus. (N.E. Conservatory	Strings	Sept 1966
Loretta Grushecky, BS, MED (California State, U. Virginia)	Special Needs Teacher	Sept 1974
Jeannine Haberman, BS, MED (Univ. Lowell, Rivier College)	Special Needs Teacher	Sept 1979
Margaret Hebert, BS, MED (Lowell State, Northeastern)	Grade 4	Dec. 1983
Ruth Irvin, B. Mus (Lowell State)	Music	Sept 1969
Ann Kirk, BS (Lowell State Univ.)	Grade 1	Sept 1964
Nancy Meech, BS (Lowell State)	Grade 4	Sept 1972
Marjorie Nardini, BA (Lowell State)	Kindergarten	Sept 1973
Vivian Norton, BS (Lowell State)	Grade 3	Sept 1984
Kathleen Pacsay, BS (Lowell State)	Grade 4	Sept 1972
Joseph Parrino, BS, MED (Queens College, Salem State)	Grade 5	Sept 1967
Catherine Pawliczek, BA, MA (Univ. MA at Amherst)	Speech Pathologist	Sept 1974
Rose Quillan, BS (Albertus Magnus)	Grade 1	Sept 1962
Jean Rubinstein, BS, MED (Brooklyn College, Univ. Lowell)	Special Needs Teacher	Sept 1978
Lydia Seif, BA, MED (Michigan State, Boston Univ.)	Counselor	Sept 1978
Marilyn Sheridan, BS, MED (Lowell State)	Grade 2	Sept 1966

ROBINSON SCHOOL

Kenneth L. DeBenedictis, BS, MEd, CAGS (Northeastern, BU)	PRINCIPAL	Sept 1968
Darryl Alexa, BS (Lowell State)	Grade 4	Sept 1970
Roberta Atkinson, BS, MEd (Boston Univ., Northeastern)	Special Needs Teacher	Sept 1974

Ellen Barry, BS (Lowell State)	Grade 4	Sept	1968
Dawn Brine, BS, MED (Salem State, Northeastern)	Speech Pathologist	Oct.	1981
Beverly Cancellia, BS, MED (Lowell State, Northeastern)	Grade 1	Sept	1966
Joyce Cederberg, BS (Lowell State)	Grade 3	Mar.	1969
Lucille Dadmun, BS (Salem State)	Grade 5	Sept	1983
Judith Daly, BS (Univ. Vermont)	Grade 5	Jan.	1980
Margaret Donahue, BA, MED (Emmanuel College, Boston Univ.)	Counselor	Sept	1977
Donna Dufour, BS, MS (Fitchburg State)	Grade 1	Sept	1973
Cathleen Estep, BA, MED, CAGS, (Rosemont, Boston Univ., BC)	Special Needs Teacher	Sept	1980
Leola Foden, BA (Boston Univ.)	Special Needs Teacher	Sept	1967
Kathleen Gendron, BA, MED (Rivier College)	Grade 3	Sept	1974
Kenneth Gerken, BA, MED (Roanoke, Fitchburg)	Physical Education	Sept	1969
Ruth Guild, BS, MED (Bridgewater State, Northeastern)	Kindergarten	Sept	1967
Wanda Hall, BS (Lowell State)	Grade 4	Sept	1976
Jane Hay, BS (Univ. Maine)	Grade 1	Sept	1984
Charlotte Jeltsch, BA, MED (DePaul Univ., Northeastern)	Grade 2	Sept	1966
Barbara Joki, BA (Univ. MA at Amherst)	Art	Jan.	1968
Gertrude Kalinen, BS, MED (Fitchburg State)	Grade 2	Sept	1968
Barbara Keenan, BA, MED (Univ. N.H., Rivier)	Grade 1	Sept	1972
Linda Lemire, BS (Lowell State)	Grade 3	Sept	1970
Catherine Lospennato, BS, MED (Lowell State, Northeastern)	Grade 3	Sept	1984
Janet Masow, BA (Univ. MA at Amherst)	Grade 5	Sept	1984
Florence Michaelides, BS (Lowell State)	Grade 4	Sept	1970
Mary Mourtzinis, BS (Salem State)	Grade 5	Sept	1969
Janice Nickerson, B. Mus., MED (Lowell State, Fitchburg)	Music	Sept	1970
Carol Rice, BS (Univ. Maine)	Grade 1	Sept	1983
Carole Shyavitz, BS (Millis College)	Kindergarten	Sept	1983
Janet Stoddard, BA, MED (Mt. Holyoke, Tufts Univ.)	Grade 4	Sept	1969
Mary Surprenant, BS (Suffolk Univ.)	Grade 2	Sept	1972
Francine Tillman, BS (Rhode Island College)	Pre-First	Sept	1979
Gail Wilson, BA, MED (Mt. Holyoke College, Fitchburg)	Grade 2	Feb.	1973
Susan Yetten, BS (American International College)	Grade 5	Sept	1975

CENTRAL OFFICE STAFF

Everard Nicholson, BS, MEd, PhD (Univ. Pennsylvania)	Superintendent	July	1982
John A. Crisafulli, BS, MEd, DEd (Boston Univ., Nova Univ.)	Asst. Superintendent	July	1973
Charles J. Fiorino, BS (Boston Univ.)	Business Manager	Aug.	1984
Doris Santaguida, (Northeastern Univ.)	Food Service Director	Aug.	1966
Kevin Dwyer, BS, MEd, CAES, DEd (Fitchburg, BC, Boston U.)	Admin. Special Ed	Aug.	1984
Jane Coleman, BS, MEd, DEd (Springfield, Boston Univ)	School Psychologist	Sept	1970
Alma Swartz, BA, MEd (Univ. MA at Boston, Tufts)	School Psychologist	Dec.	1980
Nancy Ferraro, BA, MEd (Boston College)	Team Chairperson	Sept	1981
Dawn Brine, BS, MEd (Salem State, Northeastern)	Speech Pathologist	Oct.	1981
Catherine Pawliczek, BA, MA (Univ. MA at Amherst)	Speech Pathologist	Sept	1974
Jacqueline McDonald, BS, MEd (SUNY at Fredonia)	Speech Pathologist	Sept	1979
Margaret Donahue, BA, MEd (Emmanuel College, Boston Univ.)	Title VIB Counselor	Sept	1977
Lydia Seif, BA, MEd (Michigan State, Boston Univ)	Title VIB Counselor	Sept	1978
Patricia Morin, BA MSW (St. Joseph's, Fordham Univ.)	Psychiatric Social Worker	Sept	1984

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

Serving the Towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend and Westford.

DISTRICT SCHOOL COMMITTEE

Cecile Stefanski, Chairman	Westford
Augustine Kish, Vice-Chairman	Littleton
Irene Machemer, Secretary	Townsend
Jane Barry	Groton
Randolph Brumagim	Chelmsford
William Buxton	Pepperell
Stratos Dukakis	Chelmsford
Robert Manning	Shirley
Charlotte Scott	Westford
David Snow	Chelmsford

ALTERNATES

Harvey Atkins, Jr.	Littleton
Thomas Carey	Chelmsford
Kevin Finnegan	Westford
Edward Mitchell	Townsend
L. Peter Noddin	Shirley
Jordan Waugh	Groton
Paul Wright	Pepperell

ADMINISTRATION

Bernholdt Nystrom	Superintendent-Director
Charles Valera	Assistant Director/Principal
David McLaughlin	Assistant Director/Vocational
Paul Royte	Director of Pupil Personnel
Thomas Eng	Dean of Students

Nashoba Valley Technical High School's enrollment as of October 1, 1984 was as follows:

Chelmsford	233
Groton	77
Littleton	71
Pepperell	99
Shirley	80
Townsend	79
Westford	203
Tuitioned	<u>3</u>
Total	842

Nashoba Valley Technical High School was designed and built for a capacity of 800 students. With more and more students opting for vocational training, we feel confident that the school district will be able to maintain its capacity enrollment. Over the past decade, the record of employment for our graduates has averaged approximately 95%. Each year qualified seniors may elect to take advantage of our Co-op Training Program which allows senior students to work in industry during their shop weeks and receive valuable training in their chosen fields as well as a salary.

Nashoba Valley Technical High School is accredited by the New England Association of Schools and Colleges, Inc. and provides its students with on-the-job training, saleable skills, co-op program, high school diploma, trade certificate and an opportunity for further education and job placement.

The following programs are offered at Nashoba Tech:

Technical Programs

- | | |
|--------------------------------|--------------------------|
| Air Conditioning/Refrigeration | Electronics |
| Auto Body | Horticulture/Landscaping |
| Automotive | Machine |
| Baking | Medical Occupations |
| Carpentry | Metal Fabrication |
| Culinary Arts | Painting and Decorating |
| Date Processing | Plumbing and Heating |
| Drafting | Printing |
| Electrical | Welding |

Academic Programs

- | | |
|---------------------|----------------------|
| English | Geometry |
| Social Studies | Trigonometry |
| U.S. History | Advanced Mathematics |
| Consumer Education | Biology |
| General Mathematics | Physics |
| Algebra | Chemistry |
- How to Start Your Own Business

In addition to the technical and academic programs, a full Inter-scholastic Athletic Program is offered to the students.

TOWN AIDE REPORT FY 1983-1984

The Town Aide acts as a liaison and an agent assisting and coordinating the delivery of social services to the elderly and the low income residents of the Town of Westford, as well as provides information and referral assistance and administers all programs and services of Community Teamwork, Inc. and the Elder Services of the Merrimack Valley Home Care Corporation. Community Teamwork, Inc. is the local Anti-poverty Agency for Westford and the Elder Services Home Care Corp has been designated as the Area Agency on Aging for the Merrimack Valley which is known as Region VIII on the State level and Westford is one of the 23 cities and towns encompassed.

Headstart is a federally funded pre-school child development program for three to five year olds. Applications are available through this office. Direct services are given to the child and to his or her whole family and parent involvement is one of the most important concepts of the program. Class size is limited to 20 children who attend Headstart classes four hours per day, four days per week with a weekly field trip on the fifth day. Children receive a light breakfast and usually a hot lunch. Children with handicaps or learning disabilities are accepted, and given all special services available to bring them up in skills.

We have three programs under ACTION which is a federal agency formed by combining several existing federal volunteer programs. It was established in July of 1971 and is composed of the following programs: Foster Grandparents, Retired Senior Volunteers, Peace Corps, Vista, Service Corps of Retired Executives, Active Corps of Executives and University Year for Action. In Westford, the Town Aide has implemented three of these programs namely—Foster Grandparents Program, the Senior Companion Program and the Retired Senior Volunteer Program.

Foster Grandparents Program has ten seniors who are stationed in Cameron, Frost, New Nabnasset and Robinson Schools where they have given 7,216 hours serving the needs of kindergarten youngsters. Volunteers serve 20 hours a week following 40 hours orientation and inservice training. A small stipend is provided to cover any out-of-pocket costs involved for the Seniors.

The Senior Companion program provides friendly visitors for the isolates in town. Each Senior Companion visits the same people each week at the same time every day. (Our Senior Aides have a broader field in that they visit all the elderly just to see if they have any unmet needs). Our Senior Companions at the moment are four in number and this past year have logged 2,872 hours with shut-ins. For this program, they put in 20 hours a week and receive a small stipend. They have enhanced the lives of 18 people and made them a little less lonely.

The Retired Senior Volunteer Program offers people over 60 years of age new and varied opportunities for part-time volunteer service to the community. Authorized in 1969, operational in 1971, the program was first administered by the Administration on Aging in the Department of Health, Education and Welfare. Qualifications are that a person be 60 or over, in good health. There are no income or educational requirements needed to participate in this program. Areas of work are schools, parks, museums, hospitals, libraries, nursing home, etc. Any place where human help is needed to make for better operations. These volunteers do not receive any stipend but are reimbursed mileage as we feel they should not be out of pocket especially since they do live on a fixed income. At the moment, we have seven volunteers in Westford.

Neighborhood Youth Corps was originally funded by the Department of Labor in the summer of 1965 for economically disadvantaged youngsters in a work-training program in many public and private non-profit agencies. Youngsters work from 10 to 30 hours a week for the minimal federal wage as clerks, typists, bookkeepers, receptionists, library aides, teacher aides, maintenance aides, painting aides, health aides, environmental aides, and a variety of other career oriented placements. Neighborhood Youth Corps has been cited by the U. S. Congress, as well as the Department of Labor, as being one of the finest in the country due to its innovative programs, service to the community, and its economic proficiency. The impact of the community because of Neighborhood Youth Corps, though difficult to measure, is a positive force in utilizing youth's unbridled energy in understandable and dignified work experience. It can be stated unequivocally that it has a definite meaning in terms of effect on family income, economic impact on local businesses not to mention the pride of accomplishment, increase of confidence and positive attitudinal changes in behavior. Westford had 33 youngsters enrolled in the Summer Program. We also have a very limited number of youngsters who work during the winter with the After-School Program as well as an Out-Of-School Program where they are obligated to attend classes to get their high school diploma. This year the CETA office at 10 Kearny Square operated this program instead of Community Teamwork, Inc. and that office has a representative every third Thursday at the Town Hall to interview applicants.

The Vocational Advancement Through Skills Training (V.A.S.T.) program was designed to prepare individuals lacking in skills for careers in a number of fields through a comprehensive system of supportive services and classroom instruction. A total of 62 slots is maintained, divided among the following training areas: Machine Shop, Food Service Electronics, Clerical, Word Processing Instruction, and Welding. In addition to skills training, V.A.S.T. provides supportive services which include Job Related Education, transportation, job development, career counseling and follow-up assistance. As slots become available, participants are referred by the Central Intake Unit at CETA for further assessment, a process which always includes an interview and as needed

additional testing for entry into particular shops. It is also mandatory that an enrollee attend G.E.D. classes if he or she does not have a high school diploma. A stipend of ten dollars a day is paid to the enrollee with an incentive bonus of ten dollars if he or she has perfect attendance and never tardy. Placement and follow-up services continue for 90 days after termination from the program. Anyone who obtains a job and then loses it or leaves within that period can contact the Skill Center for job search assistance. Westford only had nine people go through the Skill Center last year but with Nashoba Technical High School available, this town doesn't have that large a market for this kind of training.

Community Teamwork, Inc. offers three programs for families which are the Protective Service Family Day Care and this provides play care for protective service clients in that it stimulates educational, emotional, social and physical growth of the child from infant to six years. Program capacity is limited to 20 and hours vary between 6 A.M. and 5:30 P.M. (2.) Emergency Shelter provides temporary (30 days Maximum) foster care for children unable to remain with parents. CTI worker must determine the situation to be of an emergency nature and there is no fee charged. (3.) Children in Need of Services (CHINS) Emergency Shelter provides temporary (30), 24 hour foster care for teenagers who have been processed through the courts and determined to be in need of service. Teenager must have been referred by the Social Worker from the Department of Welfare.

Section 8 Housing Assistance is an assistance payments program to reduce the rent of eligible tenants to 25% of their income. Balance paid on behalf of tenants by Community Teamwork, Inc.

Agency Advocacy program co-ordinates efforts in the areas of welfare, energy, food stamps, consumer complaints, and alcoholism. A full time staff person is also working as a mediator for protection of the consumer in all these areas.

Program under the Elder Services of the Merrimack Valley, Inc. are five in number and available to anyone 60 years and over. The Supportive Homemaker program is administered by the Family Services of Greater Lowell and is based on the Supportive Homemaker model of Home Health Services of Northern Essex, this program will offer para-professional support for elders who are experiencing emotional problems significant enough to alter their ability to function independently. Homemakers receive specialized training and both individual and peer supervision. Homemaker hours must be authorized by ESMV case managers after the Town Aide has made the initial interview and referral. The program expands the capabilities of the mental health system by the utilization of the para-professional. Also under the family services is the Protective Service Program and since 1978, the Protective Service Program has been providing help to the isolated, frail elders who are resistant to help and have been considered by others to be in a situation that may be physically or psychologically dangerous. Each agency employs a Master's level social worker on a part-time basis.

Merrimack Valley Legal Service Program has been operational since 1978 to serve elders with legal problems. Priorities for service include: health care, housing utilities/energy, property, consumer/financial, transportation and government benefits. Three attorneys and senior aide paralegals compose the staff. The attorneys are housed in Lowell, but arrange meetings with clients at community or in home sites. Town Aide does the intake and referral for this program.

From the U.S. Department of Agriculture, Westford received 7,920 pounds of cheese and 3,888 pounds of butter for distribution to qualifying households four times a year. The same criteria for the fuel program is used in administering this program.

The Energy Assistance Program is now in its eighth year and has been very beneficial to 250 families. Of that number, 144 were elders. This program evolved out of a bargain struck by legislators when they agreed to decontrol oil. Legislators realized that, following decontrol, the cost of home-heating fuels would climb far beyond the financial reach of most low-income and elderly citizens. To ease the staggering burden of fuel costs the Federal Fuel Assistance Program was established and Congress passed the Windfall Profits Tax to tax the oil companies' excess profits. Every time one hundred dollars is spent for home-heating oil, about three dollars goes back to the government for the support of the Fuel Assistance Program. Both State and Federal regulations determines policy for this program. This past year we were able to have some burners serviced and four replaced.

Guardianship/Conservatorship Program is a private non-profit corporation whose sole purpose is to serve as a conservator or guardian of older persons who are unable to handle their personal or financial affairs due to mental or physical disability. GSI will seek the most unrestricted plan to meet the needs of clients. Once the court has ruled the resolution, a GSI case worker will carry out the necessary day-to-day activities. Network agencies may utilize GSI for phone consultations and training sessions are available.

In all previously named programs that are administered through the Town Aide office, the least being just plain Information and Referral to anyone who telephones or walks in. Many people just "walk in" and if it's possible, they are able to fill out applications then. Otherwise, an appointment is made due to the fact that it can be very time-consuming to gather and verify all the necessary documents that some of the programs require. It is also a very frustrating time for applicants who have a multitude of other worries and are usually a little unsettled in their time of need.

Another facet of the office is the supervision of the Senior Companions and Senior Aides. Keeping abreast of all programs and activities, compiling information, set-up, layout, and typing of the Council Bulletin is also under the jurisdiction of the Town Aide Office.

Respectfully submitted,

Helena M. Crocker
Town Aide

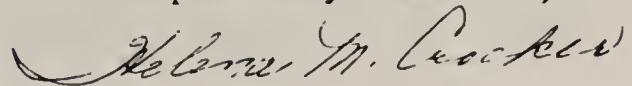
VETERANS' SERVICES FY 1983/84

Veterans' Services according to the laws of the Commonwealth of Massachusetts is to the veterans and their dependents. Its basic concept creating fiscal assistance to veterans and their dependents had its roots in legislation established in 1861 according to Chapter 115 of the General Laws of the Commonwealth. The law has been recordified, strengthened and amended following each war in order to include each and every veteran. Therefore every veteran has a right to be served with dignity and courtesy whenever he finds himself in need. In the FY 1983-1984 we serviced twelve direct cases and the expenditures were as follows:

Ordinary Benefits	\$17,478.53	Federal Annual Awards:
Medical Assistance	3,147.59	Annual: \$23,560.00
Returned to town	9,373.88	Retro: 2,301.50
	<u>\$30,000.00</u>	Reimbursement: \$10,313.06

As Veterans' Agent, I am currently a member of the Middlesex County Veterans' Services, Massachusetts Veterans' Service Association and Westford Human Services. Last year I represented Middlesex County both on the Massachusetts Veterans' Ethics Committee and the Veterans Commissioners Advisory Board. This year I will represent the Massachusetts Agent Association on the first Commission for Women Veterans Rights and Services Governor's Council.

Respectfully submitted,



Helena M. Crocker
Veterans' Agent

Robert P. Tierney
Director of Veterans' Services

COUNCIL ON AGING REPORT FY 1983-1984

Westford Council on Aging shall continue to co-operate with the Commonwealth of Massachusetts Commission on Aging and shall be cognizant of all State and Federal legislation concerning funding, information exchange and program planning which exists for better community programming for the elderly.

With all the budget cuts on both the State and Federal level, we had a waiting list for homemaking services for the first time in 18 years due not to the higher costs involved but people are living longer and more and more people are in that age bracket of 65 years and up. In case of Westford seniors, we were able to manage this year by utilizing the Respite Care Program and the valuable hours donated by volunteers. The only problem is that we do not have nearly enough volunteers who can cover five full days and in the case of an isolate who needs daily care and supervision, this is necessary. You can't push a button and put a sick person on "hold". This year also found us with an enormous requests for Meals on Wheels and we simply do not have enough drivers to deliver them to the outlying sections of Westford which in some cases is eight miles from the meal site.

Well-Oldster clinics are conducted one day a week in all sections of the town by the Nashoba Associated Boards of Health and the Lowell Visiting Nurses Association. This year a Hearing Clinic was started and is held on the second Monday of each month. These clinics are all free of charge for anyone 60 or over.

Golden Age Club meets on the last Monday at the Franco American Hall on West Prescott Street, Forge Village at noon. Dorothy Lorentzen is the President of the club—all seniors are welcome.

The Nutrition Program (hot lunch) and Meals on Wheels are still under the capable management of Jeanne Mungovan and are held at the Elks Hall in Forge Village five days a week (Monday through Friday) at 11:45 a.m. Reservations are requested to insure ample food at least 48 hours in advance by calling 692-4480 between 10 a.m. and 12 noon. Transportation is available for a small fee by calling a day ahead to the Call-A-Bus at 448-2071. At this time we would also like to express our deepest sympathy to Jeanne Mungovan for the death of her husband, Jim who worked by her side at the lunch program, and at one time, delivering the meals on wheels. Jim was very instrumental in helping us to get the meals program established in Westford and was a tireless volunteer for anything we asked for.

We lost one of our Senior Companions this past year, Laura Armstrong, who was one of our first enrollees in the program. This program is administrated through Community Teamwork, Inc. which provides friendly visits to isolates every week and in some cases, every day. While the Senior Companion does not perform household chores, they can make a cup of tea, coffee, etc. or a sandwich for the person they are visiting. Some play checkers, cards or other games and also write letters or cards if the person so desires.

Elder Services of the Merrimack Valley Home Care, Corp. are doing a great job in trying to keep up with all the services offered to the elderly despite the budget cuts that seem to be getting larger every day. The senior aide program is still a very valuable program for us and we have an opening for an additional aide for anyone over 55 years old who meets the requirements. One of our Senior Aides is stationed with the Respite Care program, which operates under the expert guidance of Joan Connell, R.N., and she is Gladys Workman who is in her second year there. Respite Care is a joint effort between the Chelmsford Council on Aging and the Westford Council on Aging. Livea (Lil) DeMarino continues to amaze us with all the people she manages to see in the course of a day. These Senior Aides provide a vital link between the isolates and the services we have for them.

"Call-A-Bus" our door-to-door roadrunner still provides limited transportation to medical facilities, nutrition sites, shopping and friendly visiting trips. We remind everyone that ample time must be given to the dispatchers to allow for a smooth-running schedule. Medical trips to Boston can be arranged by call the Roadrunner. While it is not the best system in terms of waiting time for people who are ill, it is the best we can offer with limited funds.

In addition to the Call-A-Bus, we would like to remind all seniors that they are welcome to use the weekly free shopping bus every Friday morning to Chelmsford Purity Supreme. This is the eighteenth year that Mr. Leo Kahn has provided this free-of-charge bus for Westford.

Community Teamwork, Inc. has provided our local elementary schools with ten Foster Grandparents who assist Teachers in the lower grades with children who need that little extra personal attention to keep them up with the rest of the class. Foster Grandparents are seniors who are 60 years or older and for a stipend of \$44.00 for a 20-hour week—which does not effect social security, internal revenue, subsidized housing or any other benefits. Please call us if you are interested.

Retired Senior Volunteer Program has been active this past year and have logged 3600 hours of volunteer help with children and elders. Once again, we would like to thank the H. E. Fletcher Club members and their wives for the wonderful recognition dinners they have provided free of charge for the Foster Grandparents, Retired Senior Volunteers Senior Companions and for the lovely dinner for all of Westford Seniors. The members of the Frederick Healy Legion Post also hosted a Ham and Bean supper complete with entertainment for the senior citizens.

Under expenditures the Council was able to sponsor nine recreational trips to many interesting places of interest: \$2,733.00; Fourteen Clinics: Health and Nutritional Program: \$1400.00; General Program: \$802.20; Supplies and Postage: \$99.80. Total approp.: \$5,035.00.

We on the Council also wish to extend our appreciation to Carl G. Lyman for the years he gave to making programs happen to benefit the Senior Citizens of Westford. We also welcomed his replacement, Mary Fitzpatrick Smith who has been a most energetic worker this past year with the Senior Center. The Senior Center is still raising money to make the building accessible to all seniors in town. This year we opened every Wednesday and held several fund-raisers to be able to pay our own way. The Tadmuck Senior Center receives no money from the town so we will add programs as we can afford them. Many, many thanks to all the people who have helped us in any way to make the senior center a reality.

Respectfully submitted:

Helena M. Crocker, Chairman
Cecilia A. Healy
Mary E. Smith
Veronica M. Sullivan
Horace F. Wyman

REPORT OF THE WATER DEPARTMENT SUPERINTENDENT
FOR THE YEAR ENDING DECEMBER 31, 1984

NUMBER OF GALLONS PUMPED:

January	31,186,800
February	30,095,600
March	31,948,600
April	39,299,000
May	38,314,000
June	45,415,000
July	42,511,600
August	46,343,700
September	35,529,000
October	39,675,600
November	34,557,000
December	31,856,400
	<u>446,732,300</u>

LARGEST DAY - June 10, 1984	2,119,000
LARGEST WEEK - August 26 thru September 1, 1984	12,307,000

NEW EXTENSIONS:

Graniteville Road	1,245 feet 8 inch pipe
Blanchard Lane	1,900 feet 8 inch pipe
Adams Lane	400 feet 8 inch pipe
Crest Drive	1,135 feet 8 inch pipe
Old Colony Drive	825 feet 8 inch pipe
Marieann Drive	680 feet 8 inch pipe
Evergreen Circle	1,040 feet 8 inch pipe
Bixby Lane	405 feet 8 inch pipe
Littleton Road	4,400 feet 12 inch pipe

NUMBER OF NEW SERVICES INSTALLED	62
NUMBER OF NEW HYDRANTS INSTALLED	19

Respectfully submitted,

Harold A. Fletcher
Superintendent

REPORT OF THE WATER DEPARTMENT
JULY 1, 1983 - JUNE 30, 1984

RECEIPTS:

WATER RATES	\$414,512.89
GUARANTEE DEPOSITS (Services)	83,551.15
GUARANTEE DEPOSITS (Extensions)	28,298.37
ADDITIONAL SERVICES & MISCELLANEOUS	18,343.02
INTEREST	<u>103.17</u>
	\$544,808.60

EXPENDITURES:

WAGES AND SALARIES	\$139,524.91
PIPE AND SUPPLIES	49,882.89
MAINTENANCE AND OPERATION	109,550.94
REFUNDS:	
WATER RATES	\$358.70
MISCELLANEOUS	<u>121.05</u>
EXTENSIONS (Deposit Accounts):	
COSTS THROUGH 6/30/84	\$25,804.10
LESS ACCOUNT BALANCES 7/1/83	<u>3,702.24</u>
REFUNDS	
ACCOUNT BALANCES 6/30/84	<u>6,091.77</u>
CAPITAL OUTLAY:	
TYPEWRITER	\$ 825.00
POWER MOLE	<u>3,427.35</u>
PAYMENTS ON LOANS:	
WATER LOAN - PURCHASE WATER COMPANY	\$10,260.00
FRANCES HILL STANDPIPE and GRAVEL	
PACKED WELL, FORGE VILLAGE ROAD	16,406.25
LITTLETON ROAD EXTENSION	<u>7,572.90</u>
SPARKS HILL WATER STORAGE TANK	<u>83,350.00</u>
	117,589.15
	<u>\$449,578.36</u>

WATER DURPLUS

\$95,230.24

EXTENSIONS (GUARANTEE DEPOSITS)

PATTEN ROAD EXTENSION (Robert M. Hicks, Inc.)		\$ 6,518.69
Deposit		
Expenses: Pipe	\$ 4,081.00	
Supplies	1,417.95	
Pressure test & disinfect	315.00	
Labor	600.00	
Refund	104.74	
	<u>\$ 6,518.69</u>	
RIVER STREET EXTENSION (Contractors Unlimited)		
Account balance July 1, 1983		\$ 941.68
Account balance June 30, 1984	\$ 941.68	
MELISSA DRIVE EXTENSION (Fieldstone Realty Trust)		
Account balance July 1, 1983		\$ 207.84
Expenses: Labor	\$ 207.84	
FIELDSTONE DRIVE EXTENSION (Fieldstone Realty Trust)		
Account balance July 1, 1983		\$ 419.88
Expenses: Labor	\$ 419.88	
OAK HILL ROAD EXTENSION (Gary R. Paquin, Inc.)		
Account balance July 1, 1983		\$ 359.24
Account balance June 30, 1984	\$ 359.24	
SUNNY MEADOW LANE EXTENSION (Sunny Meadow Homes, Inc.)		
Account balance July 1, 1983		\$ 1,773.60
Expenses: Supplies	\$ 196.00	
Account balance June 30, 1984	1,577.60	
	<u>\$ 1,773.60</u>	

WHITNEY DRIVE EXTENSION (John M. Giaimo, Inc.)

Deposit		\$ 5,883.04
Expenses:		
Pipe	\$ 3,968.28	
Supplies	751.80	
Pressure test & disinfect	315.00	
Account balance June 30, 1984	847.96	
	<u>\$ 5,883.04</u>	

CUMMINGS ROAD EXTENSION (Paul Lahme, Inc.)

Deposit		\$ 11,157.41
Expenses:		
Pipe	\$ 5,243.05	
Supplies	2,899.07	
Labor	650.00	
Account balance June 30, 1984	2,365.29	
	<u>\$ 11,157.41</u>	

ROUTE 110 - SATELLITE STATION EXTENSION (Colonial Gas Company)

Deposit		\$ 4,739.23
Expenses:		
Pipe	\$ 1,653.45	
Install & cut sleeve & valve (F. A. Riani & Sons)	320.00	
Supplies	2,385.14	
Police	49.04	
Labor	331.60	
	<u>\$ 4,739.23</u>	

HILDRETH STREET EXTENSION

Account balance July 1, 1983		\$ 33,691.29
Expenses:		
Engineering services	\$ 5,677.31	
Account balance June 30, 1984	28,013.98	
	<u>\$ 33,691.29</u>	

EXTENSIONS (Out of Water Surplus)

PERSHING STREET

Account balance July 1, 1983		\$ 2,890.90
Expenses:		
Pipe	\$ 2,890.90	

EAST PRESCOTT STREET		
Account balance July 1, 1983		\$ 5,235.27
Account balance June 30, 1984	\$ 5,235.27	
OAK HILL ROAD EXTENSION		
Account balance July 1, 1983		\$ 8,454.21
Account balance June 30, 1984	\$ 8,454.21	
FRANCIS HILL STANDPIPE (Borrowed Money)		
Account balance July 1, 1983		\$ 1,074.98
Account balance June 30, 1984	\$ 1,074.98	
FORGE VILLAGE ROAD WELL FIELD AND PUMP (Borrowed Money)		
Account balance July 1, 1983		\$ 1,939.00
Account balance June 30, 1984	\$ 1,939.00	
SPARKS HILL WATER STORAGE TANK (Borrowed Money)		
Account balance July 1, 1983		\$284,881.71
Expenses: Installation (Natgun Corporation)	\$257,123.75	
Bank charges	8,707.75	
Telemeter installation (Partial installation)	4,049.30	
Altitude valve	7,415.70	
Account balance June 30, 1984	<u>7,585.21</u>	
	\$284,881.71	

Respectfully submitted,

Board of Water Commissioners

Hervey J. Cote, Chairman
Carlton M. Rooks
Kevin J. Woitowicz

REPORT OF THE ZONING BOARD OF APPEALS

In 1984, the Westford Zoning Board of Appeals received 32 applications for hearing, some of which concerned more than one matter. Fourteen applications were for variances in the dimensional requirements of the zoning bylaws; of these, eight were granted, three were granted with conditions, and three were denied.

Three applications concerning division of lots were denied. Two applications for siting of septic systems in locations not in conformity with the requirements of the zoning bylaws were granted. One application to reverse a decision of the Building Inspector was denied. One application was denied for lack of specificity.

Several applications concerned development and use of land. In residential development, the Board granted to one applicant a variance to permit the applicant to petition the Planning Board for a Special Permit for use of the premises as an Open Space Development and a Special Permit for the construction of detached dwellings in an Industrial B District, and to another applicant permission to install individual wells instead of a communal water supply in an Open Space Residential Development. In non-residential development, the Board granted a variance to permit the reduction of the number and size required for parking spaces for an office building and denied a request for development of an area in a Commercial Highway zone with less than the required percentage of open space.

Two applications concerned wetlands. The Board granted a Special Permit authorizing a change in the wetlands perimeter boundary and allowing the filling up of wetlands area subject to an Order of Conditions with absolute site review by the Conservation Commission and denied a request for a Special Permit to fill in a wetlands area.

Three applications were made for Special Permits under the Use Regulations of the zoning bylaws. The Board conditionally permitted an extension of the existing non-conforming use of the premises; denied a request for a Special Permit to operate a business in a residential district; and denied a request for modification of an existing recreation area in a Commercial Highway District to include water recreation.

Two applications to convert single dwellings to two-family dwellings were received; one was granted with conditions and one was denied.

Many applications for dimensional variances are made because it is a condition of the present mortgage market that property to be mortgaged meet zoning bylaw requirements. The process of obtaining a variance of these requirements is established by statute and requires an approximate minimum of two months between the submission of an application and the final certification by Town Clerk. Prospective sellers of property for which buyers may seek a mortgage are urged to research this matter well in advance of a contemplated sale. Copies of the zoning bylaws can be purchased from the Town Clerk.

WESTFORD ARTS COUNCIL ANNUAL

REPORT 1984

The Westford Arts Council has completed another successful year administering the local arts funds dispersed by the Arts Lottery Commission. Almost twenty successful Arts applicants received funding in 1984 -- representing all areas of the Arts, Crafts and Humanities. Funded projects included fiber artists, community programs, the Senior Citizen music appreciation program, youth concerts, the Artist Directory pink pages in the Westford Directory, and our own Westford Chorus.

This year the Westford Arts Council will be averaging \$6,000.00 in Arts Grants available to local artists, craftpersons, and humanitarians. Applications are available for two rounds of grant funding -- February 15 for April 1 submission, and August 15 for October 1 submission.

The members of the Westford Arts Council are interested in the needs, input and suggestions of local artisans; please seize your opportunity to benefit from Arts Lottery funding and to participate in the promotion of the Arts in Westford.

For more information, contact us.

Respectfully submitted,

Kenneth J. Dwyer,
II, Chairman
Ellen D. Rainville,
Secretary
Robert D. Nicoson,
Treasurer
Diane Earl
Nancy Eberiel
Margaret N. Morgan

The Westford Cable Television Committee was established to serve all the people of Westford, both subscribers and non-subscribers. If there are problems or questions about cable service, first contact Nashoba Communications, telephone no. 692-3574. If your concern is not answered by Nashoba Communications, please send written documentation to the Westford Cable Television Committee c/o Town Hall.

The Westford cable television system has now been installed and Westford cable television is in operation. The next stage of development is local origination. If you have interest in local origination, please call Isabel Kenny at Nashoba Communications.

We on the Committee are always available to hear from the citizens of Westford.

William Connell, Jr.

Roy Lamb

Kenneth Dwyer II

Roger Parent

John Kavanagh

George Switzer

Hajo W. Koester

REPORT OF THE CAPITAL OUTLAY COMMITTEE

This year the Committee, with the concurrence of the Board of Selectmen, refocused its field of vision to a broader, longer range viewpoint. We reviewed all capital items requested by the town departments and committees with values of \$10,000 and above.

This refocusing allowed the Committee more time to study the large ticket items, bonding candidates, and the five year capital expenditure plan. We have applied our past years experiences, experiences from other similar towns, and some crossfertilization of ideas from other committees.

Not only did Committee members serve on this panel, many spent time as liaison to other study and advisory groups in town.

Most notable among several key capital projects reviewed were the transfer station, library addition, and Roudenbush Center. The inventory system of town-owned capital items was maintained and updated.

We look forward to playing a part in addressing the critical capital issues of the town and formulating inputs to the overall solutions.

The Committee would like to thank all the departments for their help and cooperation in the past year. We also thank two former members, Jerry Berkowitz and Robert Fagan, for their service to this Committee and the town.

Respectfully submitted,

John Fridrich, Chairman
Paul D'Angelo
Jean Brush
Bobbi Giese
Robert Gouveia
Richard Lewan
James Main



Town of Westford

DEPARTMENT OF CIVIL DEFENSE

Francis J. Mulligan
Civil Defense Director

34 E. Prescott St
Westford, Mass. 01886
Telephone: 692-8282



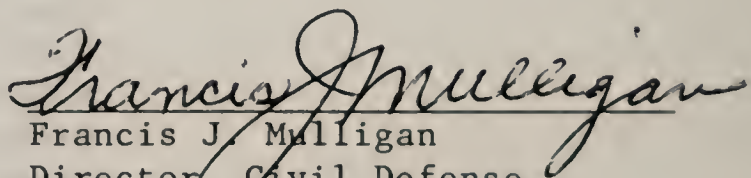
REPORT OF THE DEPARTMENT OF CIVIL DEFENSE

During 1984, the Civil Defense Department responded to one flooding emergency that effected property on the shore of Nabnasset Lake. The emergency was of a minor category which did not require the services of other town departments.

Considerable time and effort was expended by this office developing a Hazard Analyst study of the Town of Westford for the Massachusetts Civil Defense Agency. This information has been placed in book form and copies distributed to the Board of Selectmen and responsible town departments. We feel certain that this report will help the officials and citizens of Westford to better understand the potential hazards that could confront them.

This department has reaffirmed previous agreements with the School Department to utilize schools with large gyms and cafeteria facilities to house citizens of the town in the event of emergency evacuations due to weather conditions, power failures or other life threatening situations. The American Red Cross will provide cots, blankets and emergency nursing assistance for the elderly or ill citizens.

Respectfully submitted,


Francis J. Mulligan
Director, Civil Defense

ANNUAL REPORT

WESTFORD MUSEUM

The Westford Museum opened officially on June 16, 1984 for the Strawberry Festival. A wonderful doll exhibit provided by local residents, Sandy Ingmanson and Shirley Chambers, was displayed on that day and throughout the summer. The Museum remained open each Sunday from 1:00-4:00 from June until the official closing on November 18.

On June 12 and 13, a Colonial crafts program was held at the museum. With the generous help of 12 local craftsmen, 3rd graders in Town were treated to a demonstration of spinning, weaving, pottery, stenciling, rug hooking, quilting and basket making. Following these demonstrations, the children took a bus tour of the historic areas in Town, thanks to the hard work and careful planning of the Junior Women's Club. Because of the great success of this program, it is our hope to make this an annual event.

Founders Day at the Museum was held October 18, 1984. The long awaited Founders Plaque, provided through the generosity of Westford Anodizing, Forge Village Auto Body, Murray Printing, and Frame Ideas, was unveiled with over 300 names of original donors to the museum. An exhibition of railroad memorabilia, a talk on the railroads in Westford by Arnold Wilder, and the League of Women Voter's slide-tape show "Westford, A Sense of Community" were presented. This program was attended by over 100 people.

The Museum was lighted and decorated for Christmas. On December 16 at 4:30 PM, Westford Girl Scouts and their families gathered at the Museum to sing Christmas Carols. The Norman E. Day Brass Choir, led by Greg Wadleigh, also performed for the enjoyment of all.

In addition to these special programs, tours were arranged for nursery school children, scouts and organizations throughout the year.

Besides an active program committee, the maintenance committee met weekly to care for the inside and outside of the Museum. Since the 1982 Annual Report, the following building and grounds projects have been completed:

- . Garden granite curbing - gift of H.E. Fletcher Co.
 - Setting of curbing - Vlamos Stone & Robert LeGacy
 - Loam provided by George Fletcher
- . Grading and paving of dirt
 - Excavation by Highway & Water Depts.
 - Gravel fill gift of Nardone Sand & Gravel
- . Restroom by contract
- . Second floor fire escape by Nashoba Tech contract

- . Replacement of cellar windows, installation of front door hardware, and construction of moveable partitions by the Maintenance Committee
- . Five spruce trees along Church border, gift of Gordon Seavey

The Garden Club planted and maintained the herb garden in front of the Museum. This addition truly enhanced the attractiveness of the building.

The Collections Committee has spent the entire year accessioning every item donated, and at this time every artifact is now accounted for and noted as to its location in the Museum. With this job being finalized, it is our hope to have another Collections Day this year at which time residents will be able to donate historical memorabilia to the Museum.

A great deal was accomplished this year, but much is left to be done. The planning for a permanent exhibit which will depict life in Westford in an earlier time is getting underway. Since this will be a big undertaking, it is our hope to get all interested Town members involved in this important project.

A flower garden dedicated to the memory of Mr. & Mrs. George St. Onge is planned for this Spring. The old Academy bell will be showcased in the center of the garden.

Because of limited parking at the Museum, a committee looking into the possibility of enlarging our parking facilities.

Meetings for the Friends of the Westford Museum are held on the first Monday of each month at 8:30 AM. The public is welcome to attend.

Respectfully submitted,

Nancy Rothera, President
 John Crisafulli, Vice-President
 Madonna McKenzie, Secretary
 Lloyd Blanchard, Treasurer
 Elizabeth Shaw, Curator
 Alex Belida
 Karen Campbell
 Eva DeForge
 Connie English
 Betsy Glenn
 Barbara Hass
 Jane Hinckley
 Gordon Seavey
 Norma Treat
 Shirley Thrope

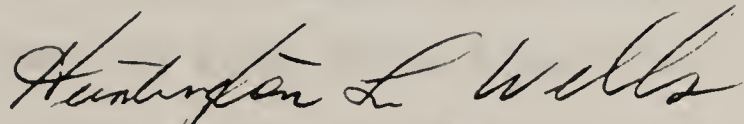
Report of the Sealer of Weights and Measures

Inspection Report

Liquid Measuring Meters	59
(Recalls for Liquid Meters)	9
Scales more than 10 lbs. - less than 100 lbs.	16
10 lbs. or less	9
Scales 100 lbs. to 1,000 lbs.	2
Scales over 1,000 lbs.	3
Weights (Avoirdupois)	15

I wish to thank the Superintendent of Highway Department, George Wyman, for his assistance testing Heavy Quarry Scales.

Respectfully submitted,



Huntington L. Wells
Sealer of Weights and
Measures

WESTFORD TOWN MANAGEMENT STUDY COMMITTEE

MARCH 14, 1985

PRESENTATION OUTLINE

- . BACKGROUND
- . STUDY APPROACH
- . CURRENT TOWN GOVERNMENT
- . PROBLEM IDENTIFICATION
- . GENERAL CONCLUSIONS
- . CONCEPTUAL RECOMMENDATIONS

BACKGROUND

- . TOWN MANAGEMENT STUDY RECOMMENDED BY FINANCE COMMITTEE
 - UNCOORDINATED/UNPRIORITIZED TOWN BUDGET DEVELOPMENT
- . TOWN MEETING MOTION MAY 5, 1984
 - SELECTMEN, MODERATOR AND FINANCE COMMITTEE APPOINT
 - TOWN MANAGEMENT AND GOVERNMENT REVIEW COMMITTEE
- . TOWN MANAGEMENT AND GOVERNMENT REVIEW COMMITTEE
 - EVALUATE CURRENT MANAGEMENT PRACTICES
 - DETERMINE STRUCTURAL CHANGES OR FORM OF GOVERNMENT CHANGES
 - WHICH WOULD BETTER SERVE THE TOWN
 - REPORT FIRST TUESDAY, MARCH 1985

TOWN MANAGEMENT STUDY COMMITTEE MEMBERS

WILLIAM KAVANAGH, CHAIRMAN *

ELLEN HARDE, VICE-CHAIRMAN

READ ALBRIGHT

ROBERT HICKS

PAUL ALPHEN *

DAVID MARTIN

RICK BAHNICK

ELAINE McKENNA

JERRY BERKOWITZ

MADONNA McKENZIE

JOHN CADIGAN

PAUL MURRAY

CAROLYN COCHRANE

MARY MORTON

WILLIAM COLLINS (Resigned)

FRED RADCLIFFE

JOHN CONNELL *

JEFFREY RIDER

JOHN CRISAFULLI (Resigned)

BRUCE STEWART

SAMUEL FRANK

RICHARD WALTHERS

JOHN GAGNON

BARBARA WHITE

RUDY HANZSEK

KENNETH YATES

ON-VOTING MEMBERS

COMMITTEE GOALS

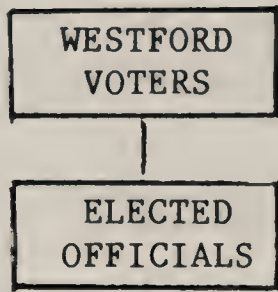
- . TO CONCEPTUALIZE A MORE UNIFIED GOVERNMENT ORGANIZATIONAL STRUCTURE WHILE STILL MAINTAINING OPEN CITIZEN ACCESS TO GOVERNMENT.
- . DEVELOP A GOVERNMENT ORGANIZATIONAL STRUCTURE TO SERVE AS A GOAL
- . RECOMMEND SOME PHASED STEPS TOWARD IMPLEMENTATION

STUDY APPROACH

METHOD

- . REVIEW CURRENT TOWN GOVERNMENT ORGANIZATION AND OPERATION
- . IDENTIFY AND SUMMARIZE PROBLEMS
 - DISCUSSIONS WITH BOARDS AND DEPARTMENTS
- . DEVELOP AND SYNERGIZE ORGANIZATION STRUCTURES TO SOLVE/MINIMIZE PROBLEMS
 - KEEPING OPEN ACCESS AND PRAGMATIC IMPLEMENTATION IN MIND
 - OVERALL FRAMEWORK
 - IMMEDIATE STEPS
- . FEED BACK TO BOARDS AND DEPARTMENTS
- . ITERATE TO INCORPORATE BEST IDEAS
- . PRESENT RESULTS AND RECOMMENDATION TO SELECTMEN AND TOWN MEETING
- . PRESENT TO TOWN MEETING
 - ARTICLE/RESOLUTION TO PURSUE FURTHER IMPLEMENTATION
 - INITIAL BY-LAW CHANGES TO GET STARTED

CURRENT TOWN GOVERNMENT



- . SELECTMEN
 - . TOWN CLERK
 - . ASSESSORS
 - . TREASURER-COLLECTOR
 - . SCHOOL COMMITTEE
 - . NASHOBA VALLEY DISTRICT COMMITTEE
 - . HOUSING AUTHORITY
 - . BOARD OF HEALTH
 - . WATER COMMISSIONERS
 - . MODERATOR
 - . TREE WARDEN
 - . CEMETERY COMMISSIONERS
 - . LIBRARY TRUSTEES
 - . PLANNING BOARD
- . APPOINTED BY MODERATOR
- . FINANCE COMMITTEE

CURRENT TOWN GOVERNMENT (CONT'D)

APPOINTED BY SELECTMEN

- | | |
|---------------------------------|--|
| . EXECUTIVE SECRETARY | . PERSONNEL BOARD |
| . TOWN ACCOUNTANT | . RECREATION COMMISSION |
| . CHIEF OF POLICE | . BOARD OF APPEALS |
| . FIRE CHIEF | . CAPITAL OUTLAY COMMITTEE |
| . SUPERINTENDENT OF STREETS | . AGENT FOR BURIAL |
| . TOWN COUNSEL | . CARETAKER: PLAYGROUND/COMMON/
MONUMENTS |
| . TOWN AIDE/VETERANS' AGENT | . COUNCIL FOR CHILDREN |
| . DOG OFFICER | . COUNCIL ON AGING |
| . ROUDENBUSH COMMITTEE | . INDUSTRIAL COMMISSION |
| . CONSERVATION COMMISSION | . ENERGY RESOURCE COMMISSION |
| . WIRE INSPECTOR | . FENCE VIEWERS |
| . CODE ENFORCER | . CABLE TV COMMITTEE |
| . FIELD DRIVERS | . WEIGHERS/GENERAL COMMODITIES |
| . HAZARDOUS MAT'LS. COMMITTEE | . WEIGHERS OF GRANITE |
| . HAZARDOUS WASTE COORDINATOR | . FAIR HOUSING COMMITTEE |
| . HISTORICAL COMMISSION | . MIDDLESEX COUNTY ADV. COMMISSIC |
| . HISTORIC DISTRICT STUDY COMM. | . CUSTODIAN, TOWN HALL |
| . LOCAL ARTS COUNCIL | . HOUSE NUMBERING COMMITTEE |
| . MEASURERS OF WOOD & BARK | . CONSTABLES |
| . REGISTRARS OF VOTERS | . WATER DEPARTMENT |
| . SEALER OF WEIGHTS & MEASURES | . TAX POSSESSION SALE COMMITTEE |
| . SEWERAGE ADVISORY COMMITTEE | . MUNICIPAL CENSUS SUPERVISOR |
| . SOLID WASTE ADVISORY COMM. | . FIRE NEEDS STUDY COMMITTEE |
| . TOWN FOREST COMMITTEE | . POST OFFICE SITE SELECTION
COMMITTEE |
| . DIRECTOR, VETERANS' SERVICES | . COMMUNITY TEAMWORK REP. |
| . VETERANS' GRAVES OFFICER | . N.M.A.C. REPRESENTATIVES |

WESTFORD VOTERS AT TOWN MEETING

- . BUDGETS
- . APPROPRIATIONS
- . BY-LAWS
- . APPROVALS
- . DISAPPROVALS

CURRENT TOWN GOVERNMENT (CONT'D)

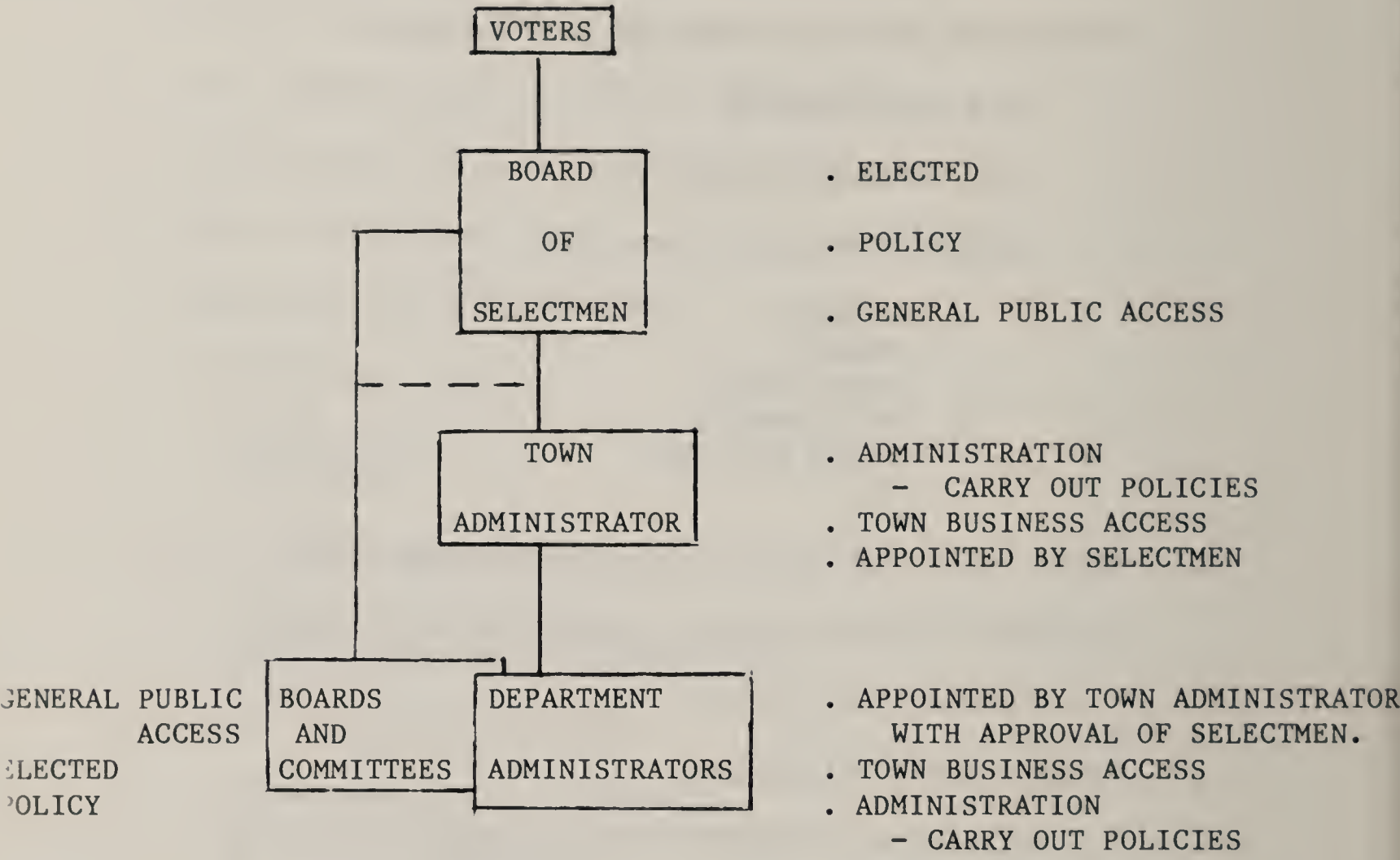
PROBLEMS

- . MULTIPLE ELECTED EXECUTIVE BODIES
- . MAZE OF ELECTED AND APPOINTED OFFICIALS
- . PAID FULL-TIME AND PART-TIME EMPLOYEES
- . RAFTS OF VOLUNTEERS
- . INCOMPREHENSIVE INFRASTRUCTURE
- . FRAGMENTATION
 - ORGANIZATION
 - OPERATIONS
- . NO REALISTIC OVERSIGHT
 - EXCEPT AT TOWN MEETING
 - EXCEPT DURING BUDGET DEVELOPMENT
- . LACK OF LONG RANGE PLANNING
 - TOWN CHARACTER GOALS UNCLEAR
 - HANDLING GROWTH PRESSURES
 - SERVICES VS TAXATION
- . LOW CITIZEN INTEREST/INSUFFICIENT GOVERNMENT COMMUNICATION
 - DICHOTOMY
- . LACK OF ADMINISTRATIVE COORDINATION BETWEEN OFFICIALS, BOARDS, COMMITTEES
 - HUGE, IMPOSSIBLE SPAN OF CONTROL
 - OVERLAPS, REDUNDANCIES, GAPS
 - NO ONE REPORTS TO ANYONE
 - BY-LAWS NOT ENFORCED
- . CONFUSION BETWEEN POLICY AND ADMINISTRATION
- . UNCOORDINATED & UNPRIORITIZED FINANCIAL MANAGEMENT
 - ASSESSORS, TREASURER-COLLECTOR, TOWN ACCOUNTANT
 - NO CENTRALIZED PURCHASING
 - PART-TIME FINANCE COMMITTEE CANNOT DO IT ALL

GENERAL CONCLUSIONS

- . MAINTAIN TOWN MEETING IN PRESENT FORM
- . STRENGTHEN TOWN GOVERNMENT ADMINISTRATION
 - TOWN ADMINISTRATOR
 - TOWN FINANCIAL EXECUTIVE
 - LOGICAL GROUPING OF FUNCTIONS
 - . PLANNING
 - . FINANCE
 - . PUBLIC WORKS
 - . ENVIRONMENTAL
 - . SOCIAL SERVICES
 - . ETC.
- . ELECT POLICY MAKING OFFICIALS/BOARDS/COMMITTEES
- . ELECTED OFFICIALS APPOINT ADMINISTRATIVE OFFICIALS
 - TO CARRY OUT POLICY
- . PUBLIC ACCESS MAINTAINED
 - PRIMARILY TO ELECTED POLICY MAKERS
 - NORMAL BUSINESS WITH ADMINISTRATORS

CONCEPTUAL RECOMMENDATIONS



CONCEPTUAL RECOMMENDATIONS (CONT'D)

BOARDS & COMMITTEES

- . CONTINUE ESSENTIALLY UNCHANGED
 - FINANCE COMMITTEE
 - PLANNING BOARD
 - BOARD OF APPEALS
 - CONSERVATION COMMISSION
 - BOARD OF HEALTH
 - SCHOOL COMMITTEE

POTENTIAL DEPARTMENTS

- . FINANCE
- . PUBLIC SAFETY
- . PUBLIC WORKS
- . PLANNING
- . HEALTH & HUMAN SERVICES

TO BE ACCOMPLISHED

- . PRELIMINARY GOAL ORGANIZATION STRUCTURE
- . FEEDBACK TO TOWN GOVERNMENT
- . ADJUST & FINALIZE GOAL ORGANIZATION
- . PRESENT TO VOTERS
 - GOAL ORGANIZATION
 - IMPLEMENTATION PLAN
 - INITIAL IMPLEMENTATION STEPS

The League of Women Voters of Westford

A Guide to Town Meeting In Westford

TOWN MEETING IN WESTFORD

Open Town Meeting

In open Town Meetings, the registered voters discuss and decide the course of government. Annual sessions are held the Saturday after the first Tuesday in May. Subsequent special Meetings are held as may be necessary throughout the year. Registered voters may speak and vote; non-registered citizens are welcome as observers.

Publicized hearings are held by the Finance Committee and other boards to offer voters an opportunity to prepare for Town Meeting discussion.

The Warrant

The warrant for Annual Town Meeting contains two parts; 1) Election Day information and 2) Articles, including the budget, to be considered at the business session. Annual Town Meeting warrants are prepared by the Selectmen and Finance Committee and mailed to the voters with the Finance Committee's recommendations in advance of the meeting. Notice of a Special Town Meeting is given by a copy of the warrant being posted at the Town Hall and at each Post Office in Westford at least 7 days before the Meeting.

Articles are taken up in the order in which they appear in the warrant. However, in special cases an article may be taken up out of order if a majority vote is obtained.

Quorum No quorum is needed for Annual Town Meeting.

A quorum of two per cent of the registered voters is required for the transaction of business at a Special Town Meeting. However, a number less than a quorum may adjourn any such meeting.

Permission To Speak Any voter wishing to speak may rise, say, "Mr. Moderator," and wait for recognition. Then, standing at a microphone, he should give his name. He may continue as long as he speaks directly to the question under discussion and maintains acceptable conduct.

Amendments Not more than two amendments to any motion may be pending at any one time. According to Westford by-laws, "a motion and amendments to a motion shall be voted on in inverse order; provided that when two amounts of money have been presented for appropriation by motion and amendment thereto, the largest amount shall be voted upon first. All amendments shall be presented in writing if requested by the Moderator."

Action On The Motions All articles appearing in the warrant must be acted upon before the Meeting can adjourn. Usually articles are enacted or rejected with or without amendments, after debate.

Withdraw Or Dismiss A Motion It is possible that an article's sponsor may move to "withdraw the motion." This motion requires a majority vote and is usually made because new or additional information is obtained after the preparation of the warrant indicating that action upon the motion could be unwise or illegal.

Lay It On The Table If, after an article has been moved, seconded and debate begun, someone has sufficient reason to postpone the final vote, he may move to "lay it on the table." A simple majority vote places it "on the table; as well as taking it back to the floor for final action.

Limits On Debate There are no prescribed limits to debate except common sense. The Moderator may at his discretion ask a speaker to terminate his remarks if he is straying from the subject or talking at unnecessary length.

Previous Question Debate may also be terminated by two-thirds of those voting. A voter rises, is recognized and says, "Mr. Moderator, I move the previous question." If this motion is seconded and voted by a two-thirds majority, the article under discussion is immediately put to a vote.

Voting Most articles are decided by a majority vote unless a larger vote is required by statute or by-law. Voting may be by voice or show of hands and the outcome determined by the Moderator. His decision may be challenged by 7 voters; tellers then make an official count.

Two-thirds votes are required for amendments to zoning by-laws, taking of land by eminent domain and bond issues. These votes are counted by tellers unless they are unanimous.

Secret balloting takes place occasionally, if requested by any twenty voters attending the Meeting. (Westford by-law, Art.1, s.9).

Reconsideration An article may be taken up again after it has been accepted or defeated if a majority of the voters assent to a motion for reconsideration. The Town's by-laws permit an article to be reconsidered at an **adjourned** session only if there is an affirmative vote of two-thirds of the assembled voters. In both cases, the motion for reconsideration must be made by a person who voted on the prevailing side of the original vote.

Who May Address The Meeting At any Town Meeting held for the transaction of Town business, no person whose name is not on the list of voters is permitted to address the meeting or is admitted to the floor of the Hall unless invited by a two-thirds vote of the meeting assembled.

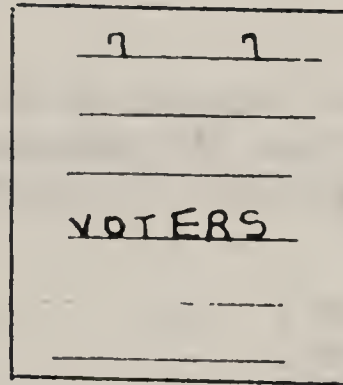
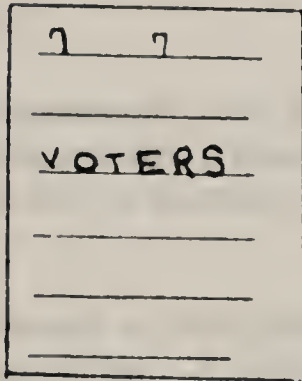
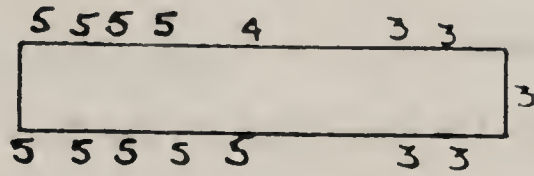
Resolutions The Meeting may wish to give direction to a board without binding effect or indicate the desire of the Town in a matter not subject to direct action by the Town Meeting. It may also wish to express thanks or offer other courtesies. Such expressions may be made in the form of resolutions.

Parliamentary Question A voter can interrupt the speaker with a "parliamentary question" to obtain information from the Moderator on parliamentary rule, or what procedures are permissible. No vote is taken. The question must be relevant to pending business.

Point Of Order A voter knowing the rules can raise a "point of order" indicating he feels something is wrong. He asks this of the Moderator to obtain a decision on a matter of parliamentary rule, e.g. whether an amendment is germane to the motion, or whether a motion is in order. The Moderator may 1) make the decision himself with no debate, or 2) put the question as a motion which may be debatable.

Adjournment When all business in the warrant has been completed, the Moderator says, "A motion for adjournment is now in order," followed by the motion, the second and the vote.

TOWN OFFICIALS AT TOWN MEETING



1. The MODERATOR, elected for a 3 year term, presides at the Meeting. The proceedings are governed by the rules of practice contained in **Robert's Rules of Order** (1951 Ed.) except as modified by law or by the By-laws.
2. The TOWN CLERK, elected for a 3 year term, keeps the official record of all proceedings at the Meeting and notifies those affected by its actions.
3. The SELECTMEN, elected for overlapping 3 year terms, prepare the warrant and have the responsibility of carrying out the decision of the Town Meeting.
4. The TOWN COUNSEL, appointed by the Selectmen, is present to advise on legal matters.
5. The FINANCE COMMITTEE, appointed by the Moderator for overlapping 3 year terms, makes recommendations to the Meeting after consideration of any or all municipal matters.
6. The TELLERS, appointed and paid by the Registrars sign in voters and count votes.
7. Other committees or boards may occupy front tables if they are involved in actively sponsoring a major article or program.

TOWN OF WESTFORD

WARRANT

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

To the Constable of the Town of Westford, in said County,

GREETINGS:

You are required in the name of the Commonwealth aforesaid, to notify and warn all inhabitants of said Town qualified to vote in elections, and also in Town affairs, to meet at their several polling places, viz:

PRECINCT 1	Abbot Middle School
PRECINCT 2	Norman E. Day School
PRECINCT 3	New Nabnasset School
PRECINCT 4	Robinson School

TUESDAY, MAY 7, 1985

being the first Tuesday in said month, at 7:30 o'clock in the forenoon for the following purposes:

To bring in their votes for the following officers:

FOR FIVE YEARS

One member of the Planning Board
One member of the Housing Authority

FOR THREE YEARS

One Selectmen
One Assessor
Three members of the School Committee
One member of the Board of Health
Two Trustees of the J. V. Fletcher Library
One Cemetery Commissioner
One Water Commissioner

FOR TWO YEARS

One member of the Housing Authority

FOR ONE YEAR

One Assessor

The polls will be open from 7:30 o'clock A.M. to 8:00 o'clock P.M., and to meet in ABBOT MIDDLE SCHOOL at Westford Center on the following

SATURDAY, MAY 11, 1985

at 10:00 o'clock in the forenoon, then and there to act upon the following Articles, viz:

ARTICLE 1. To hear the reports of the Town Officers and Committees; or act in relation thereto.

ARTICLE 2. To fix the salary and compensation of all elected officers of the Town.

ARTICLE 3. To see if the Town will vote to amend all or any part of the Consolidated Classification Plan, Compensation Plan and Personnel By-Laws of the Town; or act in relation thereto.

ARTICLE 4. To provide for a Reserve Fund, to determine what sums of money the Town will raise and appropriate, including appropriation from any available funds, to defray all departmental and incidental charges, expenses and outlays of the Town, including debt and interest for the ensuing fiscal year, and for paying unpaid bills of previous years.

ARTICLE 5. To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 1985, in accordance with the provisions of General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17; or act in relation thereto.

ARTICLE 6. To see if the Town will vote to raise and appropriate a sum of money to be deposited in and become part of the Stabilization Fund created under authority of Section 5B of Chapter 40 of the General Laws; or act in relation thereto.

ARTICLE 7. (By the Selectmen) To see if the Town will vote to accept as and for Town Ways Buckingham Drive; Windsor Way; Spruce Road; and Sleigh Road all laid out by the Selectmen as shown by their reports and plans duly filed with the Town Clerk; or act in relation thereto.

ARTICLE 8. (By the Selectmen) To see if the Town will vote to accept as and for a Town Way Beech Road as laid out by the Selectmen as shown by their report and plan duly filed with the Town Clerk; to raise and appropriate a sum of money for the improvement of said Way; to authorize the assessment of betterments against the owners of abutting estates for said improvements; to determine how any such appropriation shall be raised, whether by taxation, by borrowing, or by either or both of said methods; or act in relation thereto.

ARTICLE 9. (By the Selectmen) To see if the Town will vote to raise and appropriate a sum of money for the improvement of Texas Road; to authorize the assessment of betterments against the owners of abutting estates, including abutters to Texas Springs I and Texas Springs II Subdivisions, for said improvements; to determine how any such appropriation shall be raised, whether by taxation, by borrowing, or by either or both of said methods; or act in relation thereto.

ARTICLE 10. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Forty-Two Thousand Eight Hundred and Thirty-Six (\$42,836.00) Dollars, or some other sum, for the construction and/or improvement of Carlisle Road and, for the purpose aforesaid, to appropriate said sum from the proceeds to be available from the Commonwealth under Chapter 234, Section 2, of the Acts of 1984; or act in relation thereto.

ARTICLE 11. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Forty-Nine Thousand Ninety-One (\$49,091.00) Dollars, or some other sum, for the construction and/or improvement of Carlisle Road and, for the purpose aforesaid, to appropriate said sum from the proceeds to be available from the Commonwealth under Chapter 191 of the Acts of 1982; or act in relation thereto.

ARTICLE 12. (By the Planning Board) To see if the Town will amend the Zoning Bylaw, section 5.1 Open Space Residential Development, as follows:

Item 1. Insert the following wording to the second paragraph of Section 5.1.3 Minimum Dimensional Requirements after"Flood Plain Zone (See 3.4.2 and 3.6.2)" and before....."divided by 1.2":

"minus 75% of the acreage of lands unsuitable for individual on-site sewage disposal systems as determined by requirements under Title V of the Massachusetts Environmental Code (and the local Board of Health)".

Item 2. Remove the second paragraph under Section 5.1.6 (b) and replace it with the following paragraph:

"The number of dwellings which could be constructed under this bylaw by means of a conventional development plan, considering the whole tract, and excluding from the lot and roadway layout those portions of the site which are not buildable due to flood plains, wetlands, and soils which are unsuitable for on-site sewage disposal systems, and slopes in excess of 20% gradient." ; or act in relation thereto.

ARTICLE 13. (By the Selectmen) To see if the Town will vote to amend the Zoning By-law of the Town to include restrictions on adult entertainment establishments, as follows:

ITEM 1. Section 3.3 Table of Use Regulations - Add the following under the heading "Retail and Service Commercial":

	RM	RA	RB	B	CH	IH	IA	IB	IC	ID	B
35. Adult Entertainment (see definition and Special Permit Requirements under Section 5.7)	-	-	-	-	SPA	-	-	-	-	-	-
36. Massage Establishment (see definition under Section 1.5.2)	-	-	-	-	-	-	-	-	-	-	-

ITEM 2. Section 5 Special Regulations - Add the following new "Section 5.7 Adult Entertainment":

5.7.1 Permitted Uses - The following uses are allowed under a Special Permit by the Board of Appeals as provided by Section 3 of this Zoning Bylaw.

5.7.1.1 Adult Bookstore

An establishment having as a substantial or significant portion of its stock in trade printed matter, books, magazines, picture periodicals, motion picture films, video cassettes, and other matter which are distinguished or characterized by their emphasis depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. Chapter 272, Section 31.

5.7.1.2 Adult Motion Picture Theatre

An enclosed building used for presenting material distinguished by an emphasis on matter depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. Chapter 272, Section 31.

5.7.1.3 Adult Live Entertainment Establishments

Establishments which feature live entertainment which consists of entertainers engaging in sexual conduct or nudity as defined in G.L. Chapter 272, Section 31.

5.7.2 Dimensional Restrictions - Uses permitted under Section 5.7.1 above

may not be located less than 750 feet from each other, from Residential Districts, from public or private schools, from churches, or from establishments licensed under provisions of G.L. Chapter 138, Section 12.

5.7.3 Special Permit Procedures - The Board of Appeals must act on an application for a Special Permit according to the procedure described in G.L. Chapter 40A, Section 9A. The Board of Appeals may also require that certain restrictions and regulations be adhered to.

ITEM 3. SECTION 1.5.2 General Definitions - Add the following Definition:

"MASSAGE ESTABLISHMENT - Any establishment or place of business wherein massage, as defined hereafter, for hire or reward, is administered or used as the primary use of the premises.

"Massage" shall mean the practice of a person by hand or by any mechanical apparatus or both, including, without limitation, nonspecific stretching techniques, oil rubs, heat lamps, salt glows, hot or cold packs, tubs, showers, cabinet baths, steam and

dry heat baths, and mineral water. "Massage" is also defined to include, without limitation, stroking, touching, kneading, vibration, friction and percussion, solely or in combination or by means of any mechanical apparatus."

ARTICLE 14. (By the Planning Board) To see if the Town will vote to amend various sections of the Zoning By-law of the Town as follows:

ITEM 1. 2.1 Classes of Districts - Insert the following:

- 9. Industrial C (IC)
- 10. Industrial D (ID)
- 11. Limited Business (BL)

ITEM 2. 3.3 Table of Use Regulations - Revise the Table by inserting the following permitted and prohibited uses for Districts IC, ID & BL:

3.3. Table of Use Regulations

USE	DISTRICT										
	RM	RA	RB	B	CH	IH	IA	IB	IC	ID	
<u>BL</u>											
<u>Residential</u>											
1. Detached one-family dwelling	-	P	P	P	-	-	P	SPA	SPA	-	-
2. Conversion of dwellings (see note (2))	-	SPA	SPA	SPA	-	-	SPA	SPA	SPA	-	-
3. Open-space Res. Devlpt. in accordance with Sect. 5.1	-	SPB	SPB	-	-	-	-	-	SPB	-	-
4. Trailer, mobile or otherwise (see note (1))	-	-	-	-	-	-	-	-	-	-	-
5. Multi-Family Devlpt.	SPB	-	-	-	-	-	-	-	-	-	-
<u>Community Facilities</u>											
1. Church or other religious or educational uses	-	P	P	P	P	P	P	P	P	P	P
2. Facilities or areas for recreational purposes not operated for profit	-	-	-	-	SPA	-	-	-	-	-	-

3. Hospital	-	SPA	SPA	SPA	SPA	-	SPA	SPA	-	-	-
4. Cemetery	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
5. Philanthropic institution	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
6. Building or premises for municipal use	-	P	P	P	P	P	P	P	P	P	P
7. Municipal parking lot	-	-	-	-	P	P	-	-	-	-	-
8. Water filter plan (municipally owned)	-	-	-	-	-	P	-	-	-	-	-
9. Street, bridge, tunnel	-	P	P	P	P	P	P	P	P	P	P
10.Telephone exchange	-	P	P	P	-	-	P	P	-	-	-
11.Essential Services	-	P	P	P	P	P	P	P	P	P	P

RM	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
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Agriculture

1. Conservation, open space agriculture, forestry, horticulture and floriculture except a greenhouse or stand for retail sale of products which are not all raised on the premises.	-	P	P	P	P	P	P	P	P	P	P
2. Year-round greenhouse or nursery stand for wholesale and retail sale of agricultural, forestry, nursery or farm products which are raised on or off the premises.	-	-	-	-	P	-	-	-	-	-	-
3. Temporary (erection or use for a period not to exceed 4 months in any one year) greenhouse or stand for retail sale of agricultural or farm products raised on the same premises.	-	-	-	-	P	P	-	-	-	-	-
4. Storage of agricultural products	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
5. Boarding, renting and sale of animals	-	-	-	-	SPA	-	-	-	-	-	-
6. Boarding, renting and sale of horses	-	-	-	SPA	-	-	SPA	SPA	-	-	-

7. Veterinary hospital in - - - - P - - - -
 which all animals, fowl,
 or other forms of life are completely enclosed in structures,
 provided that pens, runs, cages and other outdoor structures
 shall be used only from 7:00 a.m. - 7:00 p.m. and provided
 that such outdoor structures shall be located at least 200 feet
 from any side or rear lot line.

Retail and Service Commerical

- 1. Establishments selling - - - P P - P P - - P
 goods at retail to be
 consumed primarily by the general public (not including the sale of
 products sepcified in other paragraphs of this section and not
 including selling or otherwise dealing in junk or materials from
 salvage or wrecking operations and not involving manufacture on
 the premises except of products the major portion of which are to be
 sold on the premises to the consumer and further provided no more than
 four operators shall be employed in such manufacture.)
- 2. Establishments selling - - - - SPA P - - - -
 goods at retail to be
 consumed primarily by commercial or industrial users (not including
 the sale of products specified in other paragraphs of this section
 and not including selling or otherwise dealing in junk or materials
 from salvage or wrecking operations.)
- 3. Restaurants or other - - - P P - P P - - P
 eating places serving
 food and drink primarily to persons seated at tables and
 counters, with service at drive-up windows excluded.

	RM	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
4. Establishments selling dairy related products at retail	-	-	-	-	P	-	-	-	-	-	-
5. Commercial piggery	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
6. Fur farm	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
7. Commercial poultry farm, provided that the buildings housing the poultry be located not less than 100 feet from any adjoining property line and not less than 200 feet from any street or way	-	P	P	P	-	-	P	P	-	-	-

8. Establishments selling automobiles and trucks, tires and other accessories, boats, motorcycles and household trailers	-	-	-	-	P	P	-	-	-	-	-
9. Automobile service stations, garage, or storage of automobiles	-	-	-	SPA	SPA	SPA	SPA	SPA	-	-	-
10. Automotive repair establishments and garages (not including a junk yard or open storage of abandoned automobiles, trucks, or other vehicles)	-	-	-	SPA	SPA	SPA	SPA	SPA	-	-	-
11. Hotel	-	-	-	P	SPB (3)	-	P	P	-	-	-
12. Overnight cabins if also authorized by the Board of Health	-	-	-	SPA	-	-	SPA	SPA	-	-	-
13. Personal service establishment, such as barber shop, beauty parlor, or health center, excluding massage parlor	-	-	-	P	P	-	P	P	-	-	P
14. Funeral Establishment	-	-	-	P	P	-	P	P	-	-	-
15. Miscellaneous professional and business offices and services including but not limited to medical, legal, accounting, and other professional services, real estate and insurance offices	-	-	-	P	P	P	P	P	P	P	P
16. Office or bank	-	-	-	P	P	P	P	P	P	P	P
17. Newspaper or job printing	-	-	-	P	-	-	P	P	P	P	-
18. School or college operated for profit	-	-	-	-	P	-	-	-	-	-	-
19. Establishments providing miscellaneous office equipment and household repair services	-	-	-	-	P	P	-	-	-	-	P
20. Establishments providing vocational tradesmen services including but not limited to carpenters, plumbers, electricians and masons	-	-	-	-	P	P	-	-	P	P	P
	<u>RM</u>	<u>RA</u>	<u>RB</u>	<u>B</u>	<u>CH</u>	<u>IH</u>	<u>IA</u>	<u>IB</u>	<u>IC</u>	<u>ID</u>	<u>BL</u>
21. Establishments providing other services than specifically enumerated herein	-	-	-	-	SPA	SPA	-	-	-	-	-

22. Convalescent home or sanitarium	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
23. Ice harvest or ice storage	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
24. Facilities operated for profit or areas operated for profit for recreational purposes including without limiting the generality of the foregoing, tennis, skiing, ice skating, swimming, golf, bowling alleys or pool halls, excluding amusement parks, amusement galleries, horse racing, dog racing, and any form of recreation involving motorized vehicles.	-	-	-	-	SPA	-	-	-	-	-	-
25. Place of amusement or assembly if also authorized by the Board of Health	-	-	-	SPA	-	-	SPA	SPA	-	-	-
26. Indoor motion picture establishment	-	-	-	-	P	-	-	-	-	-	-
27. Golf club	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
28. Commercial ski, toboggan and ice skating areas in which may be used ski tows, snowmaking machines and in which may be rented or sold the rights to ski, skate or toboggan, and skiing, skating, tobogganing equipment and accessories and refreshments, and in which may be placed or erected necessary structures to house the same.	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
29. Horseback riding academies - involving the sale and giving of lessons with respect to horseback riding on the premises but not involving the renting of horses	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
30. Aviation field	-	SPA	SPA	SPA	-	-	SPA	SPA	-	-	-
31. Commercial communications and television tower	-	-	-	-	SPA	SPA	-	-	-	-	-
32. Commercial parking lot operated at retail	-	-	-	-	P	P	-	-	-	-	-
33. Storage tanks for the retail sale of heating fuel	-	-	-	-	SPA	P	-	-	-	-	-

34.Planned Commercial Development (PCD) see Section 5.2	-	-	-	-	SPB	-	-	-	-	-	-
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	RM	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
<u>RESEARCH/OFFICE PARK</u>	-	-	-	-	P	P	P	P	P	P	-

No building, structure or part thereof shall be constructed, altered, or used except for one or more of the following purposes:

- (1) General and technical office, non-medical
- (2) Research laboratory: a laboratory engaged in research, experimental and testing activities, including but not limited to the fields of biology, chemistry, electronics, engineering, geology, medicine, and physics; provided that no Recombinant DNA reserach or technology is involved.
- (3) Light manufacturing (occupying only 30% of the building area): fabrication, assembly, processing, or packaging operations employing only electric or other substantially noiseless and inoffensive motor power. Includes production of finished goods but not processing of raw materials. All power and processes shall be free of disturbing agents such as odors, gas, fumes, smoke, cinders, heat, vibration, excessively bright lights and electromagnetic radiation.
4. Accessory uses including private parking garages, indoor display sales, indoor storage of materials and products, cafeteria, limited production in conjunction with research laboratory use, warehousing, and other such accessory purposes as are proper and usual with the preceding uses and are not injurious.

Wholesale, Extractive and Manufacturing

- | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. Removal of sand and gravel subject to the provisions of the Earth Removal By-law | - | P | P | P | P | P | P | P | P | P | P |
| 2. Saw mills and wood processing | - | - | - | - | - | P | P | - | - | - | - |
| 3. Light manufacturing involving no more than four operatives on the premises | - | - | - | - | P | P | - | - | - | - | - |

4. Light manufacturing, - - - - - P P P P P -
employing only electric or
other substantially noiseless and inoffensive motive power, utilizing
hand labor or quiet machinery and processes but subject, however, to
the following conditions: Any light manufacturing business, the
conduct of which may be detrimental to the health, safety or welfare of
persons working in or living near the proposed location of such
manufacturing including, without limiting the generality of the
foregoing, special danger of fire or explosion, pollution of water
ways, corrosive or toxic fumes, gas, smoke, soot, dust or foul odors
and offensive noise and vibrations is expressly prohibited.
5. Private railways, spur - - - - - P P - P P -
tracks and railroad yards
6. Quarrying, mining and the - - - - - P - P P -
processing and finishing
of the products thereof, rock crushing, lime kilns, lumbering
- | | RM | RA | RB | B | CH | IH | IA | IB | IC | ID | BL |
|---|----|----|----|---|-----|-----|----|----|-----|-----|----|
| 7. Maintenance and operation - - - - -
of a sanitary landfill, but
only if such premises shall have been assigned as a dumping ground by
the Board of Health in accordance with the provisions of G.L. (Ter.Ed.)
Ch. 111 Section 150A; provided that the premises assigned and to be
used as a dumping ground shall be owned and operated by the Town of
Westford. Any such dumping ground shall be effectively screened from
view on the side fronting on any public or private way by a substantial
and solid fence or densely-planted compact hedge, with openings for
access and egress to and from said premises; such fence or hedge shall
be at least eight feet high and no nearer than twenty feet from any
such way. | - | - | - | - | - | - | P | - | - | - | - |
| 8. Bakery, laundry, or dry - - - - - SPA P - - SPA SPA -
cleaning plant not operated
at retail | - | - | - | - | SPA | P | - | - | SPA | SPA | - |
| 9. Public transportation - - - - - SPA SPA - - SPA SPA -
service, provided the
vehicles are screened from adjacent public ways | - | - | - | - | SPA | SPA | - | - | SPA | SPA | - |
| 10. Wholesale trade unless - - - - - P P - - P P -
specifically excluded
elsewhere in this bylaw | - | - | - | - | P | P | - | - | P | P | - |
| 11. Public utility except - - - - - P P - - - -
power plant, water filter
plan, sewage treatment plant or refuse facility | - | - | - | - | P | P | - | - | - | - | - |

12. Power plant	-	-	-	-	-	SPA	-	-	-	-	-
13. Wholesale underground fuel storage not to exceed 500,000 gallons and provided that the vehicles used are screened from adjacent public ways	-	-	-	-	-	SPA	-	-	-	-	-
14. Planned Industrial Development (PID) see Section 5.2)	-	-	-	-	-	SPB	-	SPB	-	-	-

Other Permitted Uses

1. Membership club	-	P	P	P	P	-	P	P	-	-	-
2. Research conducted by a non-profit educational institution and structures and towers erected in connection therewith of such height and nature as may be approved by the Board of Appeals, anything in Section 4 of this By-law to the contrary notwithstanding.	-	SPA	SPA	SPA	-	-	SPA	SPA	SPA	SPA	SPA
3. Nursery school for five or more children other than those resident on the premises for the purpose of care and instruction whether or not for compensation provided it shall not occupy more than 30 percent of the gross floor area of the structure and there shall be a minimum of 100 square feet of outside play area for each enrolled child.	-	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	SPA	-

Accessory uses	RM	RA	RB	B	CH	IH	IA	IB	IC	ID	BL
1. The use of a room or rooms in a dwelling for a physician, lawyer, architect engineer, accountant, real estate broker, insurance broker or similar professional person.	-	P	P	P	P	P	P	P	-	-	-
					(4)	(4)					
2. The use of a dwelling unit for home occupation clearly incidental and subordinate to its use for residential purposes by its occupants provided that:	-	SPA	SPA	P	P	P	P	P	-	-	-
(a) There shall be no change in the outside appearance of the building or premises and there shall be no visible evidence of the conduct of such home occupation other than the permitted sign; items (b) through (g) continued as it now appears in the existing bylaw, see page 12-17 of the Zoning bylaw.											

3. Accessory structure such as a playhouse, greenhouse, tool shed, radio or similar tower, private swimming pool, or similar accessory structure. SPB P P - P P P - - - -
4. Accessory storage, whether garaged or not, of vehicles and trailers necessary for the conduct of a permitted use, provided the vehicles or trailers are screened from adjacent public ways. - - - - P P - - P P -
5. Accessory storage of one trailer or of one unregistered automobile and trailer, provided: i) it shall be stored either within a principal or accessory building, or in the rear yard, or not less than 35 feet from any side lot line; and ii) it shall not be used for dwelling purposes. - - - - P P - - P P -
6. Garage for not more than three automobiles - P P - - - P - - - -
7. Parking of one commercial vehicle and the storage so as not to be visible from any street or way of not more than two additional commercial vehicles. Nothing herein shall be construed to prohibit the parking or storage of farm vehicles - P P - - - P - - - -
8. Outside or inside storage accessory to the operation and conduct of a permitted use, provided: i) the storage shall be in the rear yard or not less than 35 from any side lot line; and ii) the storage shall be screened from adjacent public ways. - P P P P P P P P P P
9. The renting of rooms and furnishing of table board to not more than five persons - P P P P P P - - - -
10. Accessory retail store or restaurant or personal service establishment, provided that any such restaurant serves food and drink primarily to persons seated at tables and counters with service at drive-up windows excluded - - - - P P - - - -
11. The use of a room or rooms in a dwelling for a nursery school for less than five children other than those resident on the premises for the purposes of care and instruction whether or not for compensation - P P - - - P - - - -
12. Stabling of horses for non-commercial purposes after a permit has been issued by the Board of Health with such restrictions as it shall deem necessary - P P - - - P - - - -

13.Uses, whether or not on - SPA SPA SPA SPA SPA SPA SPA SPA SPA SPA
the same parcel as activities
permitted as a matter of right, accessory to activities permitted as a
matter of right, which activities are necessary in connection with
scientific research or scientific development or related production
provided the Board of Appeals finds that the proposed accessory use does
not substantially derogate from the public good

14.Signs as provided for in - P P P P P P P P P P P
Section 5.4

15.Off-street parking and SPB P P P P P P P P P P P
loading as provided for in
Section 5.5

16.Access ways to other - P P P P P P P - - -
districts

Existing "NOTES TO TABLE OF USE REGULATIONS" remain in effect.

ITEM 3. 4.2 Table of Dimensional and Density Regulations – Revise the Table by inserting the following regulations for Districts IC, ID, and EL:

	RM	RA	RB	B (a)	CH (n)	CH (FOO)	IA (a)	IB (a)	IH (n)	IH (PTD)	IC	ID	EL
Minimum lot area (sq.ft. or as noted)	80,000	40,000	20,000	40,000	40,000	200,000	40,000	4 acres	100,000	400,000	100,000	200,000	100,000
Minimum lot frontage (feet)	200	200	100	200	200	200	200	300	250	400	250	250	200
Minimum front yard (feet)	50	50 b	25 b	35b	75 b	75 b	35 b	50 b	100 b	100 d	100	100	50
Minimum side yard (feet)	35 o	15 e	15 e	15	35 g	35 g	15	40 h	35 i	35 i	35 i	50 i	50
Minimum rear yard (feet)	50 p	30 e	30 e	30	50	50	30	50 h	50 i	50 i	50 i	50 i	50
Maximum building height (feet) f	35				35	35			35	35	35	35	
Maximum building height (stories) f		2 1/2 j	2 1/2 j	3	3	3	4	4	3	3	3	3	?
Maximum building area (% of lot area)					25 k	50			25	50	25	25	25
Minimum open space (% of lot area)	c	c	c	30% r	30% r	30% r	30% r	30% r	30% r	30% r	30%	50% r	50% r
Minimum distance between buildings on the same lot (feet)	50	20	20	20	20								

ITEM 4. 4.4 Dimensional, Density and Buffer Regulations for Commercial Highway and Industrial Highway Districts - Revise this section to include reference to the Industrial C, Industrial D and Limited Business Districts, as follows:

- a. Add after the words "Industrial Highway" the words "Industrial C, Industrial D and Limited Business" in sections 4.4 and 4.4.1 and 4.4.11 and 4.4.11.1.
- b. Insert between the words "Highway" and "District(s)" the words "and Industrial C" in Section 4.4.11.3.
- c. Change section 4.4.11.4 to read as follows:
"In any Industrial D District, each lot shall have a buffer area at least 100 feet in width extending back from the front lot line and a buffer area at least 50 feet in width extending inward from the side and rear lot lines. The buffer areas shall meet the specific requirements of (a), (b) and (c) of section 4.4.11.3 above."
- d. Change section 4.4.11.5 to read as follows:
"In any Limited Business District, each lot shall have a buffer area at least 50 feet in width extending back from all lot lines. The buffer areas shall meet the specific requirements of (a), (b) and (c) of section 4.4.11.3 above."
- e. Renumber section 4.4.11.4 to section 4.4.11.6, and add after the words "Industrial Highway" the words "Industrial C, Industrial D and Limited Business".
- f. Renumber section 4.4.11.5 to section 4.4.11.7.

ARTICLE 15. (By the Planning Board) To see if the Town will vote to amend the Zoning By-law and Zoning Map as follows:

(A map showing all of the proposed changes entitled " ZONING: Proposed Changes: 1985" is on file with the Planning Board and the Town Clerk.)

ITEM 1. Revise the Zoning Map to change from Industrial A to Residence A the land south of Groton Road described as follows:

Beginning at a point at which Snake Brook crosses West Street; thence turning and running on a line perpendicular to West Street in a Northerly direction, two hundred (200) feet; thence turning and running Southeasterly on a line two hundred (200) feet distant from and parallel to West Street to a point three hundred (300) feet Northwesterly of Hillside Avenue; thence turning and running on a line three hundred (300) feet distant from and parallel to Hillside Avenue, Easterly and Southeasterly to a point distant five hundred (500) feet Northeasterly from Main Street; thence turning and running on a line five hundred (500) feet distant from and parallel to Main Street and North Street to a point two hundred (200) feet from Groton Road; thence turning and running westerly on a line two hundred (200) feet distant from and parallel to Groton Road to Snake Brook; thence turning and running Southerly along Snake Brook to the point of beginning.

ITEM 2. Revise the Zoning Map to change from Industrial A to Residence A the land north of Long Sought for Pond described as follows:

That land off Tyngsboro Road shown on Assessors Map C-6 as Parcel 182, owned by A. Tzikopoulos;

Those parcels off Tenny Road shown on Assessors Map C-7, Parcels No. 40, owned by Ajay Tanden; No. 103, owned by R. & D. Brano; No. 104, owned by P. & J. Swenson; No. 105, owned by K. Doyle & A. Dyer; No. 110, owned by G. & D. Johnson; No. 111, owned by Robert Johnson;

Those parcels off Dunstable Road shown on Assessors Map C-7, Parcel Nos. 32, 32A, 33, 34, 35, 37 and 38, owned by Wyman Trust; parcel No. 39, owned by Stella Reilly.

ITEM 3. Revise the Zoning Map to change from Industrial A to Residence A those lands described as follows:

(a) that certain parcel of land on the westerly side of Tyngsboro Road owned by Josephine Brittain containing approximately 25 acres shown on Assessors map C-7, parcel 18; and

(b) parcels on the easterly side of Tyngsboro Road shown on Assessors Map D-7 as Nos. 11, owned by J. & J. Ferreira; 12, owned by Nickerson & Ennion; 12A, owned by Quarry Hill Realty Trust; 12B, owned by P & D McLaughlin; 12C and 12D, owned by Quarry Hill Realty Trust; and 12E, 15 and 16, owned by Nickerson & Ennion;

(c) those parcels at the corner of Forrest Road and Groton Road as shown on Assessors Map D-6, parcels - 26 owned by R. Verhille, Jr.; 28, owned by L & T. Fahey; 29A, owned by O. Macrina; 29B, owned by T. Gemmallard; 29C, owned by T & M Themeles; 29D, owned by O. Macrina; 30, owned by D. & J. Silva; 30A and 31, owned by A. & M. DiDonato; 31A and 32 owned by I. Barretto;

(d) those parcels along Forrest Road and Oak Hill Road as shown on Assessors Map D-6, parcels - 281A, owned by J. & J. Maienza; 281B owned by D & J. Lawler; 281C, owned by K. & G. Cordeiro; 281D, owned by T & K. Faria; 281E, owned by S & R. Melanson; 281F, owned by J. & K. Yim; 281 G, owned by J. & E. Hayden; 281 H, owned by C. J. Traywick; 282D, owned by R. & J. Rich; 282E, owned by W. & M. Donohue; 286, owned by R & A. Pollak; 287, owned by D & A. Nicoletta; 288, owned by W & K. Lisien; 288 owned by J & L. Coyne; 290 owned by M & S. Hartwell; 291, owned by A. Gaut; 292, owned by P & S Liakos; 293, owned by C. Traywick; 294, owned by C & S. Galipeau.

ITEM 4. Revise the Zoning map to change from Industrial A to Industrial D those lands near the Tyngsboro Town Line west of Tyngsboro Road described as follows:

Parcels shown on Assessors' Map No. C-7 parcel Nos. 1 and 19 owned by Oak Hill Granite; No. 18A, owned by Westyng Realty; Nos. 20 and 21, owned by J. DeCarolis; No. 21A, owned by the Town of Westford; No. 36A owned by A. Schofield.

ITEM 5. Revise the Zoning Map to change from Industrial A to Industrial C those land near the Tyngsboro and Chelmsford Town Lines and east of Tyngsboro Road and Forrest Road described as follows:

(a) those parcels shown on Assessors Map D-6, parcels 22 and 24A, owned by Velmos H. Stone; parcels 23 and 24 owned by Mary McMullen; and parcel 21 owned by D. & C. Walsh;

(b) those parcels shown on Assessors Map D-7, parcels No. 4, owned by W. & M. Fifield; No. 4A, owned by G. & R. Merrill; No. 7 owned by Morris Bros. Granite; No. 27, owned by GESI Realty; No. 30 owned by J. J. & T. Lemasurier; No. 33, owned by Guilmette Bros.; No. 34 owned by J. & B. Lemasurier; No. 42, owned by L. Daly.

ITEM 6. Revise the Zoning Map to change from Business to Residence A the following described parcels of land:

(a) Beginning at a point at the intersection of Long Sought For Road and Dunstable Road, thence turning and running Northwesterly on Dunstable Road, 200 feet to a point; thence turning and running Southwesterly on a line 200 feet distant from and parallel to Long Sought for Road to a point; thence turning and running Southerly on a line 200 feet distant from and parallel to Dunstable Road to a point 200 feet south of Long Sought For Road; thence turning and running Easterly on a line 200 feet distant from and parallel to Long Sought For Road to Dunstable Road; thence turning and running Northerly on Dunstable Road to the point of beginning.

(b) that certain parcel of land in Westford belonging to Edward S. and Yvonne A Warchol, containing 14,000 square feet, more or less, situated on the westerly side of Tyngsboro Road and thus bounded and described: Beginning at a point on the westerly side of said Tyngsboro Road, said point being distant one hundred eighty-three (183) feet southerly of a stone wall at land now or formerly of Josephine Brittain; thence southerly along said Road one hundred forty (140) feet; thence westerly by other land of said Warchols one hundred (100) feet; thence northerly by other land of said Warchols one hundred forty (140) feet; thence easterly by still other land of said Warchols one hundred (100) feet to the point of beginning.

ITEM 7. Revise the Zoning Map to change from Business, Residence A and B to Limited Business the following parcels:

(a) that certain parcel of land south of Groton Road shown on Assessors Map B-5, parcel 17, beginning at a point on Groton Road at which the Westerly boundary line of land of H. B. Knowles strikes Groton Road, thence turning and running generally Southerly along said land of H.B. Knowles, five hundred (500) feet; thence turning and running Northeasterly on a line five hundred (500) feet distant from and parallel to Groton Road, five hundred (500) feet to a point; thence turning and running on a line parallel to the first mentioned bound on Groton Road; thence turning and running Westerly on Groton Road to the point of beginning.

(b) land of Arthur and John Healy containing approximately five (5) acres south of North Main Street as shown on Assessors Map A-3 with frontage on North Main Street and going back to land of the B & M railroad;

or act in relation thereto.

ARTICLE 16. (On Petition) To see if the Town will vote to rezone from a Residential "A" district to a Residential multi-family "RM" district, that certain parcel of land containing approximately 9.54 acres, located on the westerly side of Graniteville Road owned by Westford Baptist Temple and as further shown on a plan by Richard L. McGlinchey, Registered Land Surveyor, dated September 17, 1964 recorded with the Middlesex North Registry of Deeds in book of plans number 100, as plan 128B. Said parcel is also shown as Parcel 2 on the Westford Assessors map B4. Said parcel will be used to construct privately financed housing limited to occupancy by senior citizens fifty-five years and older; or act in relation thereto.

ARTICLE 17. (On Petition) To see if the Town will vote to amend the various sections of the Zoning By-Laws of the Town as follows:

Item 1: Article 4.2 Table of Dimensional and Density Regulations:

Minimum Lot Area Industrial A: from 40,000 square feet to 80,000 square feet.

Minimum Front Yard Industrial A: from 35 feet to 50 feet.

Minimum Side Yard Industrial A: from 15 feet to 35 feet.

Minimum Rear Yard Industrial A: from 30 feet to 50 feet;

or act in relation thereto.

ARTICLE 18. (On Petition) To see if the Town will vote to amend the various sections of the Zoning By-Laws of the Town as follows:

Item 1: Article 4.2 Table of Dimensional and Density Regulations:

Minimum Lot Area Residential A: from 40,000 square feet to 80,000 square feet.

Minimum Side Yard Residential A: from 15 feet to 35 feet.

Minimum Rear Yard Residential A: from 30 feet to 50 feet.

Density Regulations for Open Space: Change divisor from 1.2 to 2.2.

Item 2: Article 5.1.3 Minimal Dimensional Requirements:

Change the sentence beginning, "Density of the total number of building lots or dwelling units" to read as follows:

Density of the total number of building lots or dwelling units shall not exceed the total number of acres of the tract, minus 75% of the acreage of lands within the tract in the Wetlands Zone or the Flood Plain Zone (See 3.4.2 and 3.6.2), divided by 2.2;

or act in relation thereto.

ARTICLE 19. (On Petition) To see if the Town will vote to amend Section 4.2 of the Zoning By-law of the Town to change the minimum open space (% of lot area). Districts B, CH, IA, IB, and IH shall be 50% with a maximum of 10% wetlands, except for lots of less than 60,000 square feet which shall be 30% with a maximum of 10% wetlands; or act in relation thereto.

ARTICLE 20. (On Petition) To see if the Town will vote to amend Section 4.2 of the Zoning By-law of the Town to eliminate wetlands from the minimum open space (% of lot area). Districts B, CH, IA, IB and IH shall have a minimum open space of 30% with no wetlands included in the open space; or act in relation thereto.

ARTICLE 21. (By the Planning Board) To see if the Town will vote to amend the Zoning By-law to prohibit, temporarily, further construction and expansion or change of industrial and business uses within the Commercial Highway (CH) District, Industrial Highway (IH) District, and Industrial B (IB) District. No building permit shall be issued for any new construction during the period commencing April 4, 1985, and ending at the close of the 1987 Annual Town Meeting, except for those projects for which a site plan approval has been given by the Planning Board prior to the effective date; or act in relation thereto.

ARTICLE 22. (On Petition) To see if the Town will vote to raise and appropriate the sum of Eight Thousand (\$8,000.00) Dollars, or some other sum, to establish a committee and to obtain consultant services for a comprehensive review of the Zoning By-laws of the Town; or act in relation thereto.

ARTICLE 23. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Three Thousand (\$3,000.00) Dollars, or some other sum, for providing for the collection of household hazardous wastes, said project to be under the supervision of the Hazardous Waste Committee; or act in relation thereto.

ARTICLE 24. (By the Board of Health) To see if the Town will vote to withdraw from the Nashoba Health District, being the organization known as the Nashoba Associated Board of Health, such withdrawal to become effective on July 1, 1986; to raise and appropriate the sum of Six Thousand Two Hundred (\$6,200.00) Dollars, or some other sum, for the employment of a Sanitarian, and related expenses, during the months of April, May and June; or act in relation thereto.

ARTICLE 25. (By the Selectmen) To see if the Town will vote to adopt a resolution containing a statement of overall municipal goals to be used a guidance to the Town's elected and appointed officials and bodies; or act in relation thereto.

ARTICLE 26. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Twenty-One Thousand (\$21,000.00) Dollars, or some other sum, to obtain consultant services for a hydrogeological study of portions of the Town to study and map the aquifers that support the Town's drinking water resources as a first step in protecting our ground water supply as part of the Master Plan; to authorize the Board of Selectmen to appoint a Hydrogeological Study Committee to supervise said hydrogeological study; or act in relation thereto.

ARTICLE 27. (By the Planning Board) To see if the Town will vote to raise and appropriate the sum of Thirty-Six Thousand (\$36,000.00) Dollars, or some other sum, to obtain consultant services for a Master Planning Study of the "Central" (Stony Brook south to Route 495) and the "Southern" (Route 495 south to Acton/Carlisle) sections of the Town; or act in relation thereto.

ARTICLE 28. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Twenty Thousand (\$20,000.00) Dollars, or some other sum, for a Town building space study that will outline steps for future municipal building space use and construction as part of the Master Plan; and authorize the Board of Selectmen to appoint a Town Building Space Study Committee who shall organize said Town building space study and report its findings and recommendations to the Selectmen, School Committee, Library Trustees and interested boards and officials ; or act in relation thereto.

ARTICLE 29. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Twenty Thousand (\$20,000.00) Dollars, or some other sum, for expenses related to the re-writing of the Town's Master Plan; or act in relation thereto.

ARTICLE 30. (By the Conservation Commission) To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, eminent domain or otherwise, a parcel of vacant land owned by C. G. Sargents Sons Corp. containing 6.76 acres, more or less, located on the north side of River St. (namely parcels 280 through 292, inclusive, on the Assessors's Map B-4) said premises to be managed and controlled by the Conservation Commission under the provisions of Chapter 40, Section 8C of the General Laws; and to raise and appropriate a sum of money for the purpose of acquiring said land and for a survey therefore; or act in relation thereto.

ARTICLE 31. (By the Conservation Commission) To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money as the Town's share toward the acquisition of an Agricultural Preservation Restriction on land of the Church of the Latter Day Saints, situated on Main Street; or act in relation thereto.

ARTICLE 32. (By the Conservation Commission) To see if the Town will vote to raise and appropriate a sum of money to be deposited in the Conservation Fund as established under Massachusetts General Laws, Chapter 40, Section 5, said money not to be expended without Town Meeting approval; or act in relation thereto.

ARTICLE 33. (By the Town Management Study Committee) To see if the Town will vote to raise and appropriate the sum of Five Hundred (\$500.00) Dollars, or some other sum, for operating expenses of the Town Management Study Committee; or act in relation thereto.

ARTICLE 34. (By the Selectmen) To see if the Town will vote to authorize the Board of Selectmen to install various street lights; or act in relation thereto.

ARTICLE 35. (By the Recreation Commission and the Board of Selectmen) To see if the Town will vote to erect a memorial plaque and rename the ballfield located at Laurel and Plain Roads in honor and in memory of Captain Stephen Hamilton; or act in relation thereto.

ARTICLE 36. (By the Housing Authority) To see if the Town will vote to authorize the Board of Selectmen and duly authorized members of the Westford Housing Authority to petition the State Legislature to permit the following described land to be diverted from use as a public park and playground to the use for Elderly and Family Housing: The parcel of land shown in a Deed from The Trustees under the Will of Charles G. Sargent to the Inhabitants of Westford, dated July 3, 1934, recorded in the North Middlesex District Registry of Deeds, Book 865, Page 586; or act in relation thereto.

ARTICLE 37. (By Roudenbush Community Center) To see if the Town will vote to accept the provisions of Section 53E of Chapter 44 of the General Laws, which section, in substance, provides that the Town when making appropriations for the annual ordinary operating costs of any agency, board, department, or office of the Town, that such costs may be offset, in part or in the aggregate, by the estimated receipts from the fees charged to users of the services provided by such agency, board, department or office; or act in relation thereto.

ARTICLE 38. (By the Board of Library Trustees) To see if the Town will vote to authorize the Trustees of the J.V. Fletcher Library to act in connection with a proposed addition to said library, including the authorization to retain architects and procure preliminary and final plans, specifications, and other data and services; to authorize said Trustees, but subject to further appropriation therefor, to secure bids for said proposed construction and to enter into any and all contracts, agreements, and negotiations incidental to the foregoing;

And to defray the cost of said fees and expenses, to raise and appropriate from any available funds including the Stabilization Fund the sum of \$160,000.00, or some other sum; to determine how said sum shall be raised, whether by taxation, by borrowing, or by either or both of said methods; and to authorize said Trustees, in the name and behalf of the Town, to file any applications for project grants which may be available and to accept and expend gifts or any state or federal grants; said project to be under the supervision of said Trustees; or act in relation thereto.

ARTICLE 39. (By the Selectmen) To see if the Town will vote to amend Article XIII of the By-Laws of the Town of Westford by striking Section 2 and replacing it with a new Section 2, as follows:

Section 2. Exemptions:

A. The owner of a parcel of land shall not be required to obtain a permit for the removal of loam, sand, gravel or other earth material on said parcel when incidental to or in connection with the construction of a building on said parcel, or with the construction or improvement of a road on said parcel; or for the improvement of said parcel, provided that all such loam, sand, gravel or other earth material is used on said parcel or on an abutting parcel within the Town of Westford owned by the same person.

B. The Board of Selectmen may issue a special permit, without a public hearing, for the removal of loam, sand, gravel or other earth material from a parcel of land, for use anywhere off said parcel, provided that the amount removed shall not exceed 1,000 cubic yards and that the duration of the permit shall not exceed 120 days from the date of issuance.

C. Persons regularly engaged in the business of quarrying granite shall not be required to obtain a permit for the removal and sale of granite or other materials removed in conjunction with such quarrying business.

D. Permits issued under the Earth Removal Bylaw prior to adoption of these amendments are not invalidated by these amendments, provided however, that such permits upon expiration shall be extended only under the terms of this bylaw as amended.

E. Existing sand and gravel processing plants in an industrial zone when operated in conjunction with earth removal on the same premises shall be exempted from the provisions of Sections 3, 4 and 6 of this bylaw;

or act in relation thereto.

ARTICLE 40. (By the Selectmen) To see if the Town will vote to amend Article XIII of the By-Laws of the Town of Westford by striking Section 2 and replacing it with a new Section 2, as follows:

SECTION 2. Exemptions:

A. The owner of a parcel of land shall not be required to obtain a permit for the removal of loam, sand, gravel or other earth material on said parcel when incidental to or in connection with the construction of a building on said parcel or with the construction or improvement of a road on said parcel or for the improvement of said parcel provided the parcel has been subject to the subdivision process or site plan review process. It shall be the responsibility of the parcel owner to demonstrate to the Planning Board that earth removal under this exemption exists solely to comply with sound engineering practices. The above exemptions do not cover removal of earth materials from the premises involving topographical changes or soil stripping or loam stripping activities nor shall the tentative or final approval of a subdivision plan be construed as authorizing the removal of earth material from the premises unless specifically addressed with the subdivision or site plan review process.

B. Parcels not subject to the Planning Board review as stated in Section 2A. may be subject to this exemption provided they receive a special permit without a public hearing from the Board of Selectmen and provided that the amount of loam, sand, gravel or other earth material removed shall not exceed 1,000 cubic yards and that the duration of the permit shall not exceed 120 days from the date of issuance;

or act in relation thereto.

ARTICLE 41. (By the Selectmen) To see if the Town will vote to raise and appropriate, or transfer from any available funds, a sum of money for the acquisition of four parcels of land situated at the intersection of Carlisle Road, Littleton Road, and Boston Road, in connection with the installation of a traffic control system and the related redesign of the roadways at said intersection; or act in relation thereto

ARTICLE 42. (By the Water Commissioners) To see if the Town will vote to authorize extending approximately two hundred (200) feet twelve (12) inch water main in Plain Road, thirteen hundred (1300) feet twelve (12) inch water main in Depot Street and fifteen hundred (1500) feet twelve (12) inch water main in Cold Spring Road, and for the purpose aforesaid, that the sum of Two Hundred Thousand (\$200,000.00) Dollars, or some other sum, be appropriated from the Water Department Surplus Account; or act in relation thereto.

ARTICLE 43. (By the Water Commissioners) To see if the Town will vote to transfer from Water Surplus the sum of Twelve Thousand (\$12,000.00) Dollars, or some other sum, for the cost of installing a pressure reducing valve on Boston Road; or act in relation thereto.

ARTICLE 44. (By the Water Commissioners) To see if the Town will vote to raise and appropriate the sum of Six Thousand (\$6,000.00) Dollars, to perform water analysis of each of the Town's existing five (5) wells, or to take any other action relative thereto.

ARTICLE 45. (By the School Committee) To see if the Town will vote to raise and appropriate a sum of money for the repair or replacement of the roof of Westford Academy; to determine how any such appropriation shall be raised, whether by taxation, by borrowing, or by either or both of said methods; or act in relation thereto.

ARTICLE 46. (On Petition) To see if the Town will vote to correct the spelling of a street name from "Power Road" to "Powers Road"; or act in relation thereto.

ARTICLE 47. (On Petition) To see if the Town will vote to change a street name from "Vinton Place" to "Burbeck Way"; or act in relation thereto.

ARTICLE 48. (On Petition) To see if the Town will vote to change a street name from "Academy Drive" to "Fisher Way"; or act in relation thereto.

ARTICLE 49. (By the Finance Committee) To see if the Town will vote to transfer from the Stabilization Fund created under the authority of Section 5B of Chapter 40 of the General Laws a sum of money for purposes to be designated; or act in relation thereto.

ARTICLE 50. (By the Roudenbush Community Center Committee) To see if the Town will vote to accept a gift of money and various gifts of personal property made to the Town by the Roudenbush Community Center Associates, Inc.; or act in relation thereto.

ARTICLE 51. (By the Selectmen) To see if the Town will vote to raise and appropriate the sum of Seventy-Seven Thousand (\$77,000.00) Dollars, or some other sum, for payment of the third installment to become due in payment of a judgment rendered against the Town in the case of Franklin Prescott v. The Town of Westford, Middlesex Superior Court Docket No, 81-2318; and for related expenses in connection therewith; or act in relation thereto.

ARTICLE 52. To see if the Town will vote to appropriate from available funds a certain sum to be deducted by the Assessors under the provisions of Section 23 of Chapter 59 of the General Laws, as most recently amended, from the amount required to be assessed by them; or act in relation thereto.

And you are directed to serve this Warrant by posting up true and attested copies thereof at the Town Hall and each Post Office in said Westford, seven days at least before the time of holding said meeting.

HEREOF FAIL NOT, and make return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the first meeting aforesaid.

Given under our hands this ninth day of April, in the year of
our Lord, 1985.

DAVID R. EARL

GEOFFREY D. HALL

AVIS S. HOOPER

RONALD H. JOHNSON

ROBERT P. TIERNEY

Selectmen of Westford

A true copy,

Attest:

Constable of Westford

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